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TELECOMMUNICATIONS POLICY COMMITTEE

MINUTES

1983 - 1985

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TELECOMMUNICATIONS POLICY COMMITTEE

January, 1983

The Minutes of this meeting are not available.

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THE SAN FRANCISCO CITIZENS'
TELECOMMUNICATIONS POLICY COMMITTEE
AN UNAPPROVED DRAFT OF THE
MINUTES OF THE MEETING OF
FEBRUARY 21, 1983

(NOTE: This draft of the minutes has not been approved by the Committee as yet. It will be presented to the Committee at its meeting on March 12, 1983.)

The Committee met at the Presidio Branch of the Library at 3150 Sacramento Street at 9:15 a.m. on Monday, February 21, 1983. Committee members present were Bonnie Engel, Roberto Esteves, Jack Kelly, George Kelsey, Hal Layer, Judith Robinson and Rick Tejada-Flores. Committe members absent were Loni Ding and Neil McHugh. Louise Henry sat in as an observer for Viacom and Dick Hoss, the Committee's employee was present. Four members of the public were present: Frank Ahern, a producer of Irish programs; Judith Bell of S.F. Consumer Action; Richard Frank; and Charles Ragland.

The meeting commenced with a discussion of the minutes of the January meeting. The minutes were dispensed with because copies are not yet available.

THE COMMITTEE'S PROPOSED BUDGET

A discussion of the proposed budget for Fiscal Year 1983-84 ensued. The Committee worked from a written proposal drafted by Dick Hoss.

Item 1269 "Other Contractual Services" was discussed. The $2,500 suggested for design of a survey was deemed not to be excessive. Several members expressed the opinion that the outside consultation line should be maximized. Rick Tejada-Flores volunteered to prepare an "options" study for discussion at the next meeting.

Item 1233 "Postage" was deemed to be too high at $10,000.

Item 1235 "Subscriptions" was discussed. An suggestion was made that purchases include books as well as periodicals.

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Item 1236 "Printing" was discussed. It was concluded that the suggested $3,000 was too high if the line is for printing of the questionnaire.

Item 1301 "Office Supplies" was discussed. The suggestion of $1,000 was deemed to be inadequate.

A comment was also made that the purchase of a cable monitoring device should be completed this fiscal year or provided for in the proposed budget.

A MOTION WAS MADE, SECONDED AND PASSED BY VOICE VOTE TO ALLOW CHAIR ESTEVES TO REVISE THE BUDGET WITH FINAL APPROVAL OF THE COMMITTEE MEMBERS BY TELEPHONE POLL.

CALENDAR OF PROPOSED MEETING DATES

A discussion ensued of the appointment calendars which the Chair sent to the members so that mutually acceptable Committee meeting times could be agreed upon by elimination of dates on which members have recurring committments.

THE ANNUAL REPORT

A discussion ensued concerning the Committee's presentation of its annual report to the Board of Supervisors' Committee on Culture and Recreation on January 20th. The Chair reported that he pursued the Committee's request for "Commission" status by presenting the City Attorney with a list of "Commissions" previously created by the Board of Supervisors.

PROPOSED LEGISLATION BY THE BOARD OF SUPERVISORS

RECOMMENDED RESOLUTIONS AND ORDINANCES TO IMPLEMENT THE CTPC RECOMMENDATIONS FOUND IN ITS ANNUAL REPORT

The Committee turned to a packet of proposed legislation drafted by Leonard Snaider, the Assistant City Attorney assigned to the Committee on Culture and Recreation. The packet was received with a covering letter by Mr. Snaider, dated February 7, 1983.

Resolution #1

"Consenting to Revised Cable Construction Plan"

Little comment was made concerning this draft. Judith Robinson inquired whether, at the Culture and Recreation

Committee hearing, Neil McHugh alluded to a change in the wiring plan. Louise Henry from Viacom said that she will look into the matter.

Resolution #2

"Directing the CTPC to Review Various Specific Issues And to Make Appropriate Recommendations to the Cable Franchisee, Viacom, and to the Board of Supervisors"

The draft proposes six areas of study. The Committee took them up in order.

1. "STUDY WHETHER A LIFELINE SERVICE RATE SHOULD REASONABLY BE ADOPTED AND IF SO BY WHAT MECHANISM"

Comments were made that lifeline service should be offered and that a provision for its existence should be written into the franchise. It was pointed out that this provision would provide additional revenue for Viacom because they would get subscribers would presently can't afford cablevision.

2. "STUDY THE POSSIBLE USE AND MEANS OF DEVELOPMENT OF COMMUNITY VIDEO"

George Kelsey introduced a motion that Viacom be required to furnish one channel for public access; one channel for community video; and one channel for municipal service. The motion was seconded by Rick Tejada Flores.

Esteves (chair) commented that this matter was dealt with in Section 4 of Resolution 4.

Resolution 4 is entitled in part: ".....Providing public access for community video needs by adding additional entities who will receive "no cost" access.

The relevant portion of Resolution 4, Section 4 would read as follows if the underlined portions are enacted by the Board: "The Grantee (Viacom) shall provide time for municipal, ((and)) educational access, and community video, not to exceed two channels of 52 channels, and an additional 10% of any channels in excess of 52 channels. In order to effectuate public access, Grantee shall provide service to schools, community colleges, universities, educational administration sites, public buildings, and community centers at no cost, including free cable connection and subscriber fees."

Discussion ensued and the Chair commented that Viacom is not represented at this meeting and that the matter could be resolved by changing the request from one for "time" to a request for "dedicated channels."

After furthur discussion, the Chair ruled the motion "out-of-order" because it would delete the "maximum of two channels" agreed upon as the appropriate number of public use channels and embodied in the proposed legislation quoted above. The Chair (Esteves) stated that the proposed legislation drafted by Mr. Snaider is merely an extension or implementation of the annual report and that the annual report is a final document not subject to reopening and is not on the agenda.

A discussion of parliamentary matters followed during which time the proponents of the motion argued that the Chair lacked authority to rule the motion "out-of-order."

The Chair (Esteves) then read a portion of Robert's Rules of Order upholding his ruling that portions of the annual report could not be revised. The Chair (Esteves) stated that the Committee could successfully challenge the Chair's action by passing a motion to "overrule" the Chair by a 2/3 vote.

Some members of the Committee then attempted to overrule the chair. The motion to overrule the chair received three "Aye" votes: Kelsey, Robinson, and Tejada-Flores. Opposed to overruling the chair by voting "No" were three votes cast by Engel, Kelly and Layer.

The vote to overrule received the support of 1/2 of those voting (50%), thus falling short of the 2/3 (66.6%) required. Thus, the chair was not overruled.

Judith Robinson moved that the language calling for "time" be changed to a request for "dedicated channels." The motion was seconded by George Kelsey.

The Chair suggested that the request for "time" be changed to "dedicated channels" but that the two channel maximum be retained. The resolution was passed by a voice vote.

3. The Committee then turned to Part 3 of Resolution 2. This is a proposed resolution mandating the Committee to:

SET CRITERIA FOR PROVIDING CABLE SERVICE TO COMMUNITY CENTERS AT NO COST

The matter of origination capability at the centers rather

than mere viewing ability was discussed. Hal Layer moved that the resolution be amended to call for "full two-way video service." The motion was seconded by Jack Kelly and passed by a unanimous vote.

4. The Committee turned to Point 4 of Resolution 2. This called for:

"A COMPREHENSIVE ANALYSIS OF MUNICIPAL NEEDS AND RESOURCES FOR MAXIMUM UTILIZATION OF TELECOMMUNICATIONS"

Esteves pointed out that this section would provide CTPC with the authority to deal with city agencies. Satisfaction with the contents of point 4 was expressed.

5. The proposal calls for an:

"ANALYSIS OF THE USE OF THE 52 CHANNELS TO BE PROVIDED BY 1988"

The Committee was generally satisfied with the draft of this point.

6. The Committee turned to Point 6 which would call for:

AN ANALYSIS OF PROGRAMMING DECISIONS IN LIGHT OF PUBLIC INTERESTS AND DEMANDS"

Dissatisfaction with this proposed language was widespread. Judith Robinson moved that the resolution should read "in light of the public interest, convenience and necessity." The motion was seconded and unanimously passed.

Judith Robinson proposed that the Committee receive an additional study mandate by adding the provision that the CTPC "shall establish guidelines for all cable channels and subcarriers."

The motion was restated to provide that the CTPC "shall establish criteria for all video, radio and data cable channels." and that the provision be added to section 25 of the franchise.

The motion was seconded and passed by a voice vote. Those voting "aye" were: Engel, Esteves, Kelsey, Layer, Robinson and Tejada-Flores. Jack Kelly opposed the motion by voting "no."

THE COMMITTEE THEN TURNED TO RESOLUTION NUMBER 3 CONCERNING RATES.

The proposed resolution is entitled in part:

"AMENDING SECTION 10 BY PROVIDING ADDITIONAL LIMITED MEANS TO CHANGE RATES AND ALLOCATING FRANCHISE FEE PROCEEDS

Judith Robinson raised the point that the City Attorney's office assumes that we have the same copy of the franchise that it has but that, in fact, our information is of a piecemeal variety with a lack of continuity.

A discussion ensued concerning the proposed language in Section 10b(v) which, if enacted, would allow Viacom to change rates provided that:

> "(v) Grantee (Viacom) continues to offer the equivalent number of programmed channels which it presently offers for such rates and charges."

It was suggested that the words "in effect in 1982" be substituted for "presently." The suggestion was not acted upon.

Proposed Section 10b(vi) was discussed. The portion of the section under scrutiny would, if enacted, read:

"The prior (i-iv) provisions shall remain in effect until such time that the Grantee becomes profitable on a current year basis exclusive of depreciation, and fees and interest paid to Grantee's parent holding company. Grantee shall submit audited financial statements annually by May 1 each year to the Budget Analyst, the CTPC, and the Clerk of the Board of Supervisors. After such time that the Grantee becomes profitable on a current year basis, the Grantee may modify its rates pursuant to Section 10(b)(i-iv) in order to achieve and/or maintain a reasonable return on its invested assets in the following manner. ....."

Judith Robinson inquired what constitutes "profitability" and "rate of return."' A motion was made to ask the Budget Analyst and the Board to clarify the meaning of the two terms. The motion was seconded and passed.

The Committee continued to discuss proposed Section 10(b)(vi) by focussing on the provision which would give the Budget Analyst and the CTPC 25 days in which to review the Grantee's financial data in instances where the Grantee gives the Board a "60 day" notice that it proposes a change in rates. The intent is to give the CTPC time to determine whether the proposed changes are consistent with the rate of return criteria.

A motion was made and seconded that the time limit be raised from 25 days to 60 days. The motion passed with Engel, Esteves, Kelsey, Robinson and Tejada-Flores voting "aye." Hal Layer voted "no."

A discussion of proposed Section 10(b)(vi)(d) ensued. This is the subsection proposing that any increase in franchise fees from increased subscriber rates established under Section 10 "shall be placed in a special fund for direct public access expenditures. One-half (1/2) of the proceeds of the fund shall be administered by the director of Channel 25 and the remaining half by the director of a new community access channel when and if established."

A motion was made and seconded providing that the reference to dividing the fund equally between the director of Channel 25 and the director of a new community access channel be deleted and that language be substituted to provide that any increase in franchise fees resulting from increased subscriber fees be placed in a special fund for direct public access expenditures

"TO BE ADMINISTERED BY THE CTPC FOR THE PURPOSE OF DEVELOPMENT OF COMMUNITY VIDEO"

The motion was passed with ayes votes by Engel, Esteves, Kelly, Layer, Robinson. Kelsey abstained.

A discussion occured concerning the proposed language in Section 10b(vi) which would provide that Viacom "may make the proposed rate change at the expiration of the notice period." Judith Robinson moved to strike that section. The motion was seconded. The Chair opposed the motion, stating that the motion would contravene the concept of de-regulation.

The motion was amended to change the proposed language that the Board may deny rate increases by resolution. The motion required that any rate increase must be approved by the Board by means of resolution.

A vote was taken and the motion passed on a 3 to 2 vote with Engel, Kelly and Robinson voting for the motion. Esteves and Layer voted against it. Kelsey abstained.

THE COMMITTEE TURNED TO PROPOSED RESOLUTION NUMBER 5 WHICH IS ENTITLED, IN PART:

"AUTHORIZING EXPENDITURES FOR VARIOUS CABLE RELATED FUNCTIONS AND PROVIDING FUNDING FROM THE FRANCHISE FEE FOR THE COMMITTEE'S EXPENDITURES"

The proposed amendment of Section 11.42(e) of the franchise

was discussed, specifically the proposal that an unspecified percentage of the frachise fee paid to the city be used for the CTPC's use in planning, developing and programming cable services for municipal, educational and community uses.

The lack of a specific % in the proposal lead to a discussion of the scope of CTPC's activities.

Comments were made about the advisibility of a phased in approach based on experience and the growth of revenue.

Layer moved that the language be amended to read that the CTPC's activites shall be supported by a portion of the franchise fee paid to the City amounting to: "no less than one percentage point and no more than two percentage points of the 5 percentage points which the grantee pays to the city." This would be an amount between 1/5 and 2/5 of the franchise proceeds. The motion was seconded.

Engel suggested a three-year plan with a 3 year budget including fairly heavy start-up costs but then trailing off in terms of expensiveness. Engel volunteered to write such a plan and budget.

The motion was passed unanimously.

A question was raised about the proposed language in Section 11.42(d) allowing the CTPC, at three year intervals, to recommend changes in the franchise agreement IF WARRANTED.

It was moved, seconded and unanimously voted that the words "if warranted" be deleted.

Proposed Section 11.42(a) was discussed. This provides CTPC with the duty to "review the CATV service within the community and make recommendations to the CATV Grantee relative to CHANGES IN SERVICE.

A motion was introduced and seconded deleting the phrase "relative to changes in service."

The motion was passed unanimously.

THE COMMITTEE THEN DISCUSSED THE MATTER OF ELECTION OF OFFICERS, AN AGENDA ITEM.

The concensus voiced was to put the matter over until the next meeting. It was agreed that the only offices to be filled would be the chair and vice chair. Subcommittees would also be appointed. It was agreed that Dick Hoss will poll the members to determine who wants to be a candidate.

THE COMMITTEE THEN TOOK UP NEW BUSINESS

George Kelsey passed around a copy of a Viacom newletter that described an array of services in various cities and requested that copies be mailed to the members.

Kelsey then moved to ask for the development and implementation of a three-year public access facilities development plan to be incorporated into the franchise. The plan is to provide features including but not limited to equipping Channel 25 with:

1. color capability
2. a remote production vehicle
3. 3/4" editing equipment
4. portable "1/2" and 3/4" equipment
5. adequate community access studios (not necessarily equipped)
6. adequate staff at Channel 25
7. training of community users.

The motion was seconded by Engel.

Esteves suggested that Viacom be contacted. He requested a resolution that brings this request to the attention of Viacom and that of the Board.

Layer asked where the documentation supporting the need for such items was to be found.

The motion was voted upon and passed.

NEW BUSINESS

Robinson passed around a copy of AB 512 which would specify guidelines for franchising and re-franchising, including the establishment and funding of local citizens' advisory committees. The Committee was quite interested and Hoss agreed to mail copies to the members.

PUBLIC COMMENTS

Mr. Frank Ahern, a producer of Irish programs, commented on the need to know Channel 25's expenditures and to spell out the

level of support the channel is to receive. Ahern also requested more access to the public access committee. He was told that the problem has been lack of staff and an office and that this problem has now been resolved.

Ms. Judith Bell, of S.F. Consumer Action, commented on the need for legislation concerning the handling of consumer complaints.

The Committee thanked the two speakers for their participation. It scheduled the next meeting for Saturday, March 12 at 10 a.m. in the Lurie Room of the Main Library on Larkin Street.

The Committee adjourned at 1:40 p.m.

TELECOMMUNICATIONS POLICY COMMITTEE

March 12, 1983

The Minutes of this meeting are not available.

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TELECOMMUNICATIONS POLICY COMMITTEE

1182 MARKET STREET, SAN FRANCISCO 94102 • TELEPHONE 558-3179

A Citizen's Committee Appointed by the Board of Supervisors

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PROPOSED MINUTES OF THE MEETING OF APRIL 14, 1983

The CPTC meeting was held on April 14th, a Thursday, at 4 p.m. in the Lurie Room of the Main Library.

ROLL CALL

Present were: Loni Ding, Bonnie Engel, Roberto Esteves (Chair), Jack Kelly, George Kelsey, Hal Layer, Judith Robinson and Rick Tejada-Flores.

Absent: Neil McHugh

The Chair commented that McHugh has been transferred to New York City and that the Board of Supervisors will eventually appoint a replacement.

The proposed minutes of the meetings of February 21, 1983 and March 12, 1983 were distributed for approval. They had been mailed at an earlier time but copies were also provided at the meeting.

The minutes of the February 21st meeting were unanimously approved.

The minutes of the meeting of March 12th were approved after a correction was agreed upon. The correction consisted of adding the name of Loni Ding to the roll call.

STAFF REPORT

Dick Hoss, the Senior Management Assistant employed by the CTPC, reported on the acquisition of a furnished office. He said that he now occupies Suite 421 of the Orpheum Building, 1182 Market Street, with a conference table and one chair. He reported that he met the City Purchaser's deadline of March 31st for ordering furniture, video recording and monitoring equipment and letterhead stationary.

Hoss then reported on the fate of the package of legislative proposals which the CTPC presented to the Board of Supervisors.

1. The Board resolution mandating the CTPC to study six problem areas passed on March 21st. It went directly to the Mayor for approval because it was a resolution rather than an ordinance.

2. The proposed ordinance awarding 1/5 of the franchise fee tax proceeds to the CTPC was disapproved on March 21st.

3. The proposed ordinance conferring "Commission" status on the CTPC was denied on March 21st.

4. The proposed rate increase formula was re-referred to the Committee on Culture and Recreation on March 21st.

5. The proposed wiring plan (construction schedule) was approved on March 28th.

6. The amendments to the section which guarantees public access for community video needs and describes the public entites which will receive free services was approved on April 3rd. These were the amendments which provided color TV for Channel 25; required dedicated channels rather than dedicated time; added community video as a recipient of a dedicated channel; called for full two-way video transmission for the sites to be given cable drops; and added community colleges, educational administation sites and community centers to the list of entities to receive free cable drops; and set up the CTPC as the agency to set criteria for selection of sites.

Robinson asked Hoss if he could obtain and distribute copies of the amendments in their final form as ordinances. He agreed to do so.

A discussion of other legislation ensued. It was agreed that, on the state level, AB 512 is the legislation of most interest to CTPC; and on the federal level S. 66 (Goldwater). Robinson requested that the Goldwater bill be followed especially closely.

REPORT BY THE CHAIR

Chair Esteves reported that he had attended a three hour session conducted by the Communications Law Project at Hastings Law School and obtained a copy of their journal. He wants to add the director, Professor John Diamond, and a list of students to our mailing list.

Esteves reported that he has been invited to serve as a panelist at the National Federation of Local Cable Programmers meeting which will be held in Tucson AZ on May 5th, 6th and 7th.

ELECTION OF OFFICERS

Ding nominated George Kelsey for the office of Chair of the CTPC. Robinson seconded the motion.

Layer nominated Roberto Esteves for the office of Chair. Kelly seconded the motion.

Esteves moved that nominations be closed. Engel seconded the motion which then was approved.

A discussion of the dutes of the chair ensued. Esteves gave some background on what the the office involves. He said that he hasn't felt support from the Committee in recent months or found much of a mandate to push forward.

Hoss took the roll call, proceeding alphabetically. He announced a tie because each candidate received four votes.

A consensus developed that Esteves would continue as chair until the next meeting and no vice chair would be nominated.

SUBCOMMITTEE FORMATION

Esteves went to a chalk board near the meeting table and wrote the names of the suggested four subcommittees on the board. They were: Legislation, Consumer Services, Programming and Ancillary Services (radio and data).

A series of tasks were then written on the board.

1. A lifeline rate for low income people.
2. Community Video
3. Affirmative Action
4. Community Centers
5. Municipal Needs
6. Analyze the uses to which the 52 TV channels and the radio and data channels can be put.
7. Polling subscribers and non-subscribers
8. Education
9. Legislation

The tasks were then matched with the recommended committee structure. The results were:

LEGISLATIVE COMMITTEE TASKS

Affirmative Action
Legislation

CONSUMER SERVICES COMMITTEE TASKS

A lifeline rate for low income people.
Community Centers
Polling subscribers and non-subscribers

PROGRAMMING COMMITTEE TASKS

Municipal Needs
Analyze the uses to which the 52 TV channels and the radio and data channels can be put
Education

ANCILLARY SERVICES COMMITTEE TASKS
(Non-video applications of cable)

Municipal Needs

Analyze the uses to which the 52 TV channels and the radio and data channels can be put.

Education

Esteves stressed the point that only five months remain to produce results and that it is difficult to get members to serve on a multiplicity of committees.

Ding pointed out that some tasks are easier than others. For instance, the lifeline issue is more easily resolved than the need for community video.

Esteves estimated that the affirmative action project would be the easiest and could be handled by a committee of the whole.

The issue of polling was discussed. Robinson requested an agenda on polling with the names of proposed pollsters being given to Hoss with a description of who the pollster is; how the poll would be conducted and how much it costs.

Layer reminded the CTPC that McHugh had volunteered to have Viacom run name and address labels for a polling of cable subscribers.

SUBCOMMITTEE APPOINTMENTS

The Chair made the following appointments:

Kelsey was appointed as Chair of the Programming and Community Services Subcommittee to deal with the community video issues. Ding, Engel, Layer and Robinson were appointed to the subcommittee.

Layer volunteered to serve on the Ancillary Services Subcommittee. Lazar Keitelman from Services to the Blind was in the audience. He volunteered to work with the subcommittee.

Robinson, Ding, Esteves and Layer were appointed to the legislative subcommittee.

Kelsey was appointed to work with Jorgensen on the affirmative action issue.

It was agreed that the design of a survey would be on the agenda for the next meeting with a staff report being made.

The question arose as to what was expected from the subcommittees at the next meeting of the CTPC. A concensus developed that preliminary reports were required by the next meeting. Layer pointed out that the CTPC needs a list of community centers to work from if it is to develop a plan.

NEW BUSINESS

The matter of consumer dissatisfaction arose. Tejada-Flores circulated copies of a bill from Viacom which billed him for work that was never performed.

Layer asked Kurt Jorgensen, General Manager of Viacom, if something can be done to improve the quality of telephone responses to complaints. Jorgensen agreed that a problem exists and discussed telephone service in some detail. A discussion of Viacom's complaint set-up ensued. Jorgensen said that the problem is not the number of phone lines but the fact that 70,000 bills per month are rendered. He said that it was true that people had to wait to talk to a Viacom employee and that sometimes people didn't even get into "queue" because all positions were taken.

Layer commented that it might be better to cut the "queue" and have people get a busy signal than to queue them into a holding position.

Robinson asked if Viacom feels that it is doing all that it can. Jorgensen said that Viacom is considering alternatives.

A question arose as to whether the CTPC would be the complaint taker. A concensus developed that CTPC would interest itself in the complaint process but could not become the first-line taker of complaints because its office would be swamped. Jorgensen agreed that whoever is advertised as the complaint taker for the cable industry should be properly staffed.

The Chair assigned Hoss to develop complaint data.

HOUSEKEEPING

Robinson suggested that name signs be made for members to place at their positions at the table during meetings. She

also requested that the staff present the CTPC members with a rolling file of correspondence which has occurred since the last meeting. It was agreed that both of these ideas would be implemented.

Robinson suggested that the CTPC agree to a phone polling procedure to determine concensus in cases where legislative issues arise between CTPC monthly meetings.

Esteves (Chair) agreed that he needed a way to move fast on legislative issues that arise between meeting.

A motion was introduced, seconded and unanimously passed to the effect that the CTPC would deal with interim legislative issues by telephone poll if necessary.

PREPARATION FOR ADJOURNMENT

The Chair thanked Mr. Lazar Keitelman from Services to the Blind and Ms. Judy Bell from S.F. Consumer Action for attending the meeting. Mr. Keitelman said that Mr. Jorgensen had told him that Viacom has an interest in services to the blind. Jorgensen agreed that this is true.

The next meeting is set for May 19th at 4 pm. It will be held in the CTPC office in the Orpheum Building at 1182 Market Street (Hyde and Market streets) in Room 421.

The CTPC adjourned at 6:07 pm.

CITY AND COUNTY OF SAN FRANCISCO

TELECOMMUNICATIONS POLICY COMMITTEE

1182 MARKET STREET, SAN FRANCISCO 94102 • TELEPHONE 558-3179

A Citizen's Committee Appointed by the Board of Supervisors

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PROPOSED MINUTES OF THE
MEETING OF MAY 19, 1983

The CTPC convened at 4:00 p.m. on Thursday, May 19th, at its office at 1182 Market Street. It was the first meeting which the CTPC held in its new office in the Orpheum Building. A quorum was present which consisted of Bonnie Engel, Roberto Esteves (Chair), Loni Ding, Jack Kelly, George Kelsey, Hal Layer and Rick Tejada-Flores. Absent was Judy Robinson who was traveling in Europe. The ninth seat is unfilled because Neil McHugh resigned. Ms. Louise Henry of Viacom was present as an observer.

The staff director, Dick Hoss, was present as were two speakers on S. 66: Ms. Speranza Avram, the Coordinator of the Sacramento Metropolitan Cable Commission, and Mr. Jerry Yanowitz, the Director of Administration for the California Cable TV Association. Ms. Judith Bell of Consumer Action was present. Mr. Clark Johnson, a resident of Chinatown, was present to make a complaint concerning certain shadow areas of the City which were by-passed in neighborhoods which supposedly were wired.

Approval of the Minutes of the Preceding Meeting

The minutes of the previous meeting were read and it was agreed that they should include a reference to the fact that Tejada-Flores volunteered to work on the study of the feasibility of a life-line type service rate.

The minutes were also clarified with respect to the subcommittee assignments agreed upon in April and then approved. An addendum sheet at the end of these minutes gives a correct account of the composition of subcommittees and a description of their tasks.

The Chair's Report

The Chair, Esteves, reported on a meeting which he attended in Sacramento on April 28th. The California Public Broadcasting Commission held a meeting prior to issuance of its annual report. The positive consumer orientation of the report was discussed. The Chair also reported that he had attended the Tucson, Arizona conference of the National Federation of Local Cable Programmers.

The Staff Director's Report

The Staff Director, Dick Hoss, reported that he had also attended the CPBC meeting in Sacramento and found that the questionnaire distributed there might be of value to the CTPC survey. Copies were distributed. Hoss also described a meeting which he attended at the Chabot College campus in Livermore. Copies of the Chabot program had been mailed earlier. Hoss then alluded to the 30 chairs which were visible and described the remaining furniture which is yet to be delivered. Hoss asked the Committee if he was mailing too many items intended to be informational. He was assured that the items were well received.

S.66, the proposed Cable Telecommunications Act of 1983

Copies of S. 66 were distributed as were copies of newsletters analyzing the proposal. The Chair made some introductory remarks and then introduced a guest speaker,

Ms. Speranza Avram who presented the view that the U.S. Senate Commerce Committee approved version of the bill eroded local authority.

Ms. Avram, A Critic of S. 66

Ms. Avram said that the Senate would defer a vote until the week of May 13th. She said that the telephone companies were very much opposed to the bill as it stood. Ms. Avram described the amendments developed by the U.S. Conference of Mayors and recommended that they be supported. She stated that the "grandfathering" of present cable arrangements does not provide as much protection as is suggested by the bill's proponents. Ms. Avram said that Senator Pete Wilson is interested in San Francisco's position.

Mr. Jerry Yanowitz, A Supporter of S. 66

Mr. Yanowitz said that several weeks remained before action would be taken and that local governments had time for a voice in the bill's contents. He referred to the "Boulder case" as clouding local regulatory power anyway and said that S. 66 would not affect the City's ability to regulate Viacom. Mr. Yanowitz referred to the CPBC Report on the privacy issue and said that California law would not be superceded.

Chair Esteves

The Chair concluded that no positive results would ensue from imposing federal guidelines on local governments.

Ms. Avrum

Speranza Avram raised the monopoly question and confirmed Esteves' statement that the automatic renewal provision is a major issue.

Questions Directed to the Speakers

Hal Layer asked what the latest development is on provision for access. Avram said that no provision was made setting mimimum standards for local access. Layer asked about the 10% requirement. Avram speculated that with automatic renewal and no competition, communities would get whatever the cable companies cared to offer. Esteves pointed out that San Francisco "extended" rather than "renewed." Layer asked Yanowitz how the bill would benefit the City of San Francisco. Yanowitz replied that S. 66 would clearly establish the right to regulate and to charge a franchise fee. Layer asked what benefits the bill would confer which do not now exist. Yanowitz speculated that it is cheaper to legislate than to litigate.

Engle asked what court battle Yanowitz alluded to. He replied that a suit was filed in Martinez concerning

regulatory power. Engel asked how S. 66 would advance the interests of cities and of consumers. Yanowitz alluded to the Boulder case and said that the legal trend is anti-franchise.

Request for a Consensus

At 4:57 p.m., the Chair asked for a consensus as to how the CTPC should make its position known. He alluded to the report that Senator Pete Wilson is interested in the City's position. Tejada-Flores asked Viacom observer Louise Henry how she felt about S.66. Henry referred to the "grandfathering" provision as providing protection to cities. The Chair, Esteves, inquired whether reserved access channels can be used for other purposes.

Tejada-Flores asked Henry if Viacom has a position on S. 66. She replied that Viacom has a position in that it is a member and participant in a trade association, the California Cable Television Association.

A Discussion of a Resolution by CTPC

Copies of a two page, proposed resolution by CTPC had previously been distributed. Esteves asked Henry if she construed the proposed resolution (attached to these minutes) as reflecting adversely on Viacom. She said that a reference to the fact that good relations existed would be helpful. The Chair agreed to insert such notice.

Engel moved and Tejada-Flores seconded a motion to include notice to the effect that relations with Viacom had been good. The question was then called on the resolution and all seven members voted approval. The Chair instructed staff to forward the resolution to Supervisor Ward, who chairs the appropriate committee.

Election of Officers

A discussion ensued concerning who would run for Chair. George Kelsey said that he would not be a candidate for Chair but that he wanted to clarify his feelings about CTPC. Kelsey described his position as generally that of an advocate of the public and sees the CTPC as an advocate for the City.

Kelsey said that he considered running for Chair because of a feeling that members were not always apprised of meetings of interest to the CTPC. George Kelsey said that he felt that Chair Esteves was not always forthright in presenting the CTPC view; and that in some instances, a softening of position (e.g rate regulation) had occured. He said that he had felt that Esteves as Chair had been too conciliatory and intent on good relations with Viacom. Finally, he objected to the structuring of subcommittees in April without a quorum. He stated that his particular interest is in community access and objected to the

description of subcommittees which was attached to the agenda of the May 19th meeting.

It was generally agreed that the subcommittee description was incorrectly set-forth on the attachment to the agenda. (A corrected subcommittee description is appended to these minutes because of this criticism.)

Kelsey concluded by referring to the impending seating of a Viacom representative which would bring the CTPC to full strength of nine members. He inquired if the election was on the agenda because Judy Robinson was out of the country.

Kelsey withdrew as a candidate and asked that the CTPC move ahead and attend to the business of representing the consumer and the City. He expressed a hope that personal respect and liking would continue and closed by saying that he doesn't carry over a grudge from one meeting to the next.

The Chair, Esteves, said that the Board of Supervisors' Rules Committee had not approved the seating of a Viacom representative as yet and that there seemed to be little reason for delaying the election.

Nominations and Elections

Bonnie Engel nominated Esteves for Chair. Layer seconded the motion. Esteves was unanimously re-elected as Chair of CTPC

Loni Ding nominated Kelsey for Vice Chair but he declined. Engle nominated Ding for Vice Chair but Ding declined.

Tejada-Flores nominated Bonnie Engel for Vice Chair and Layer seconded the motion. Engel was elected by acclaimation.

The Questionnaire

Hoss had previously distributed copies of a questionnaire used by the CPBC in a telephone survey. A discussion ensued as to whether it had application to CTPC's survey mandate. Tejada-Flores said that he would like to know more about the underlying methodolgy. Esteves said that we hoped to have more information next month and added that a telephone survey is probably the way to go. He referred the matter of questionnaire content to eacn subcommittee so that each subcommittee's interest will be included in the CTPC questionnaire.

The Matter of an Executive Committee

The Chair asked about the feasibility of an executive committee to deal with emergencies and to provide Hoss with guidance on unusal matters that arise at the staff level.

Tejada-Flores asked if this would be more effective than defining Hoss' authority. Engel stated that the phone polling method works so well that an executive committee is not required.

Subcommittees

It was agreed that programming and consumer services are separate subcommittees. Esteves asked about the proper place to assign community video, access and community centers. Kelsey said that community centers will be served by the Public Access Committee.

Kelsey asked about the proper assignment for Affirmative Action. The Chair said that that was a task rather than a goal. Kelsey suggested that himself and Louise Henry be a committee of two concerning affirmative action.

Life-line Feasibility

A Report by Tejada-Flores

Tejada-Flores pointed out that CTPC has a year on life-line feasibility. He reported that he hasn't found other cable companies with a life-line rate but has found tiered pricing systems and finds that the only models for life-line are utilities such as telephones and electricity. Tejada-Flores reported that he contacted the California PUC and found that the phone lifeline concept was introduced in 1968. He also checked HUD for criteria on low income-housing. He thinks that cheating is less likely in instances where you have to give an address. Tejada-Flores passed on a report that the phone company

would like to get rid of life-line and that a decision will be made in a year. He feels that he is getting good data. Between now and the end of July, he hopes to meet with consumer groups. The timeline is July 31st for fact finding; and then August and September for drafting. If a plan is devised, it can go to the Board in November. Tejada-Flores says that the phone company life-line case will develop more with the passage of time.

Kelsey proposed some categories to Tejada-Flores. These include more categories of persons to receive lifeline service. They include the hearing impaired; the elderly; the disabled. Tejada-Flores responded that the thrust to date has been a means test.

Esteves said that the three suggested areas should be examined and cited services to the blind as an unique issue. Tejada-Flores asked if Esteves was referring to closed caption. He also said that lifeline feasability depends on the range of utilization. Utility companies have a guaranteed rate of return but cable companies don't.

Judith Bell, an observer from Consumer Action, alluded to a lifeline bill in the assembly; AB 1348. Tejada-Flores reported that Golden Gate University is about to conduct a forum which will include life-line discussion.

Programming and Public Access - A Report by George Kelsey

Kelsey reported that he and Hoss appeared on Channel 25; and that he requested community input from the viewers. He described the four people who came to the studio and the two telephone callers. A tape of the program is available from channel 25. Bonnie Engel said that she cannot come to daytime meetings. Kelsey said that after the subcommittee's meeting on Monday next, the members could be polled to see when they could attend.

Kelsey alluded to prepared materials and said that the subcommittee will deal with defining public access versus or as opposed to community video. He said that he will propose the operation of the two together. If a split is agreed upon, can Channel 6 become one of the other. It was stated that Neil McHugh said Channel 6 could be committed if the plan was reasonable.

Kelsey said that the proper vehicle for outreach was probably a non-profit corporation. Esteves said that he has contacted the people at Channel 25 for their wish list.

Louise Henry inquired if Kelsey wants a breakdown of the costs for Channel 6 and Channel 25. She said that the cost of operating Channel 25 is readily available.

Kelsey requested an official breakdown of Channel 6 expenses.

A Question Concerning Viacom Policy

Esteves asked Louise Henry about the scope of her authority to speak for Viacom on the CTPC. She replied that she had the same authority to bind Viacom that Neil McHugh did.

Channel 25 Again

Kelsey said that without financial data on Channel 6, progress would be difficult. Layer said that he had watched the Kelsey/Hoss program on channel 25 and that a camerman had asked a good question in inquiring about the impact of community video on Channel 25.

Kelsey said that we want to distinguish between community video and local access and must maximize what we have. There is no way to man Channel 6. He suggested that a proposal be made to Viacom to run Channel 6 with a non-profit corporation.

Esteves remarked that the hour was now 6:14 p.m. and that the meeting should move along.

Consumer Services - A Comment by Bonnie Engel

Engel said that the subcommittee will meet in her loft on Folsom Street on June 1st.

Ancillary Services - A Comment by Hal Layer

The subcommittee will meet on the subject of

videotext. Layer also said that he found a good article on FM radio and commended Channel 25 for announcing its schedule. He suggested that a permanent agenda item be set to allow Viacom to announce changes.

Ding requested a mailing of Esteves' Tucson material.

Affirmative Action

Kelsey said that Ms. Essie Thomas from the Human Rights Commission and Supervisor Doris Ward met at 1:30 p.m. last week. The proposed agreement didn't cover the matter of procurement of supplies. Employment is well and good but procurement is also important.

New Business

Esteves said that a municipal services forum is a must before we report to the Board.

Comments from the Public

Mr. Clark Johnson, of 705 Broadway Street, reported that he is in a pocket area of poor reception that was by-passed when the area was wired.

A discussion ensued about the antenna company function of Viacom. Esteves asked Henry if she could make a shadow areas map available.

Adjournment

The meeting adjourned at 6:34 p.m. The next meeting was set for June 16th.

(see next page for attachment referred to earlier -- the Subcommittee structure)

CTPC Subcommittees -- June 1983

The Legislative Committee
Chair: Judith Robinson
Members: Ding, Esteves, Kelsey, Robinson
Tasks:

The Consumer Services Committee
Chair: Bonnie Engel
Members: Engel, Tejada-Flores
Tasks:
1. Life-line rate feasibility -- Tejada-Flores
2. Polling of subscribers

The Community Vido Committee
Chair: George Kelsey
Members: Ding, Engel, Kelsey, Layer, Robinson
Tasks:
1. Community Centers -- Judith Robinson
2. Community Video
3. Public Access

The Programming Committee
Chair:
Members:
Tasks:
1. Analyse the uses of the 52 channels and make recommendations for their use
2. Municipal programming
3. Educational programming
4. Children's programming

The Ancillary Services Committee
Chair: Layer
Members: Layer, Keitelman*
Tasks:
1. Analyse radio services
2. Analyse data services
3. Analyse related technologies

*Mr. Lazar Keitelman of the Broadcast Services for the Blind

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A Citizen's Committee Appointed by the Board of Supervisors

File: 2525A

MINUTES OF THE MEETING OF JUNE 16, 1983

The Telecommunications Policy Committee meeting was held on June 16th in the CTPC's office at 1182 Market Street (the Orpehum Building). The meeting commenced at 4:00 p.m.

ROLL CALL

CTPC members present were Loni Ding, Bonnie Engel, Roberto Esteves (Chair), George Kelsey, Hal Layer and Judy Robinson.

Committee members absent were Jack Kelly and Rick Tejada-Flores.

A vacant seat exists because Neil McHugh resigned to move to New York City. Louise Henry was present as an observer and as a nominee-designate but not as a member pending the completion of her appointment by the Board of Supervisors to the remainder of the McHugh term.

OTHERS PRESENT

Dick Hoss, the CTPC's salaried coordinator was present as was Ms. Judith Bell of S.F. Consumer Action and Ms. Essie Thomas, an employee of the S.F. Human Rights Commission.

Mr. Thurman White, Principal Consultant to the Assembly Committee on Utilities and Commerce, was present as an invited guest speaker. He was accompanied by Mr. Claude Eberhardt, an assistant to Assemblyman Art Agnos.

THE PROGRAMMING COMMITTEE

A discussion ensued concerning the fact that the Programming Subcommittee lacked a chairperson. Chair Esteves said that he would attend to the matter when the Committee Reports agenda item was reached.

STAFF REPORT

Dick Hoss, the CTPC's coordinator, reported on the following matters.

1. Phone calls during meetings - Hoss reported that a member had missed an important phone call during the May meeting because the office phone has a cut-off switch which kills the bells during meetings. Members were polled to ascertain whether they were expecting phone calls and, if so, did they want the bell on.

2. Word processing equipment - The directly adjacent Harvey Rose Accountancy Corporation will annex the CTPC office to its word processing system in July. This will enable Hoss to be in the office more frequently.

3. Duplex printing - Hoss notified the CTPC that he is now printing on both sides of each sheet of paper in many instances. The intent is to save postage costs but the committee was advised that apparent breaks in continuity may appear until they are accustomed to looking on the reverse side of odd-numbered pages.

4. Notice of Meetings - The never-ending attempt to publicize the CTPC meetings was discussed. Hoss reported that he had established contact with a well-placed person at the S.F. Examiner for purposes of being included in the "CITY CALENDAR" which is published every Wednesday.

5. Subscriptions to telecommunications related publications - Hoss reported that he expected invoices from Cablevision Weekly; Channels; the E/I TV Journal; Multichannel News; and View. His intent is to process the invoices for payment from funds for the fiscal year which ends on June 30th.

6. The rolling file of correspondence - Pursuant to a recommendation by Judy Robinson, Hoss is keeping a chronogical file of correspondence in a spindled file-folder for perusal by Committee members.

7. S. 66, the proposed federal cable telecommunications act - Hoss distributed the S. 66 related letter to Supervisor Ward signed by Chair Esteves and also distributed two newspaper clippings on S. 66.

AFFIRMATIVE ACTION

Ms. Essie Thomas, an employee of the Human Rights Commission was introduced and distributed material concerning Viacom and affirmative action.

Ms. Thomas reported that she had been actively studying Viacom's affirmative action compliance for some time but had been unaware, until recently, that the CTPC was pursuing the issue. She assured the Committee that her intent was to act in harmony with the CTPC. She was invited to attend future monthly meetings and agreed to do so.

Louise Henry, the Viacom nominee-designate, said that Viacom was working with Mr. Ivan Cook on an affirmative action plan. In reponse to a question as to when the plan would be completed, Ms. Henry said that she would probably have something to discuss in a few months.

Chair Esteves commented that affirmative action was a subject that should be added to the assigned duties of a subcommittee.

S. 66, THE PROPOSED FEDERAL CABLE COMMUNICATIONS ACT

It was generally agreed that preservation of the California cable law is important because it contains some consumer orientated provisions.

Chair Esteves requested that Senator Pete Wilson's office be contacted with a request for the amended version of S. 66 which passed the Senate. Senator Wilson is an appropriate person because he sponsored some of the last minute amendments. Esteves highlighted the importance which the media attaches to S. 66 by reporting that Russ Cone, an Examiner senior reporter had phoned him with an inquiry about the CTPC position on S. 66.

Judy Robinson emphasized the importance of continuity of action during the intervals between monthly meetings and suggested the polling of members, if required, to ascertain the amount of support for actions purposed between meetings.

Hal Layer pointed out that the CTPC is an advisory body to the Board of Supervisors and must act within that constraint.

THE GUEST SPEAKER - MR. THURMAN WHITE

AB 512, a bill telecommunications introduced in Sacramento by Assemblywomen Gwen Moore was discussed. AB 512 is of particular interest to the CTPC because it would require communities to give a portion of franchise tax proceeds to the local cable committee. The bill has many other provisions.

Mr. White on Affirmative Action

Mr. White displayed pages 10 and 11 of AB 512 and described them as setting affirmative actions standards for cable franchisees throughout the state. He spoke of the same affirmative action officer that Louise Henry had referred to earlier. This is Mr. Ivan Cook. A short discussion between Ms. Henry and Mr. White ensued concerning affirmative action. Mr. White said that he would like the plan to include content such as procurement policies as well as employment goals.

Mr. White on AB 512 Generally

Mr. White said that AB 512 is not doing very well at this time and that he does not expect its passage. He passed out portions of the California Public Broadcasting Commission report.

Mr. White on the Lifeline Rate Concept and AB 1348

Mr. White described AB 1348 as a proposal to tax intra-state long distance calls to provide a fund to subsidize service to persons unable to pay average phone bills.

The Committee members discussed the concept of a lifeline rate generally because a cable lifeline rate is a topic of discussion within the CTPC which is studying its feasibility.

Hal Layer pointed out the connection between a lifeline rate and the goal of universal service (service to all).

A discussion ensued about the cable rate structure in Mountain View, California and whether a "reception rate" is offered in that community.

A discussion also ensued about the California Public Broadcasting Commission and whether it is engaged in a study which will develop a rate structure average.

George Kelsey emphasized the fact that residents of many part of S.F. need antenna service because of poor reception. Mr. White said that Senator Lautenberg's proposed amendments to S. 66 refer to shadow areas. Louise Henry discounted the existence of a major problem of shadow areas by citing the 37% penetration rate.

Mr. White on S. 66

Mr. White generally referred to S. 66 in terms already familiar to the CTPC. He distributed copies of AJR 60, a proposed Assembly Joint Resolution memorializing congress about dangers to local control inherent in S. 66.

Congressmen Bates, Waxman and Wirth were named as examples of legislators who are interested in telecommunications and likely to uphold local interests.

Hal Layer inquired about a provision that would exclude foreign ownership of cable ventures. Mr. White said that S. 66 would eliminate ownership restrictions. He described a bill which had been aimed at Canadian cable interests.

Judy Robinson asked Mr. White if he knew why there where so few co-ops or municipally owned systems. He described San Bruno as a municipally owned system and Davis, CA as a co-op. Mr. White speculated that cities don't want to take a risk in the post-Prop 13 era.

AN ADDITIONAL GUEST - MR. FRED EBERHARDT
FROM ASSEMBLYMAN AGNOS' OFFICE

Mr. Eberhardt was introduced and spoke about the recently approved wiring plan (construction plan). He said that Assemblyman Agnos was active during the recent franchise opening because his constituents were affected by the priority in which the City is to be wired. Mr. Eberhardt asked for a summary of how CTPC is operating.

Chair Esteves described the operating subcommittee structure and reviewed earlier studies of the potential of cable in San Francisco. Esteves described the appearance which George Kelsey and Dick Hoss made on Channel 25 and the re-runs of their appearance.

Esteves alluded to the lifeline feasability study as not lending itself well to a lot of committee input.

Affirmative action was described as an area in which there is activity. Mr. White asked whether there would be an independent effort by CTPC to implement an affirmative action plan. Hal Layer pointed out that the CTPC is awaiting details of the Viacom plan. George Kelsey reiterated the interest in procurement provisions as well as employment goals. He alluded to the CTPC's access to Supervisor Doris Ward.

Mr. Eberhardt suggested that the CTPC should not simply defer to the Human Rights Commission because it was first in the field. George Kelsey assured him that the CTPC does not want Viacom to go directly to the HRC

Conclusion of Presentation by Guest Speakers

Messrs. Eberhardt and White finished their presentation at 5:40 p.m. and Chair Esteves turned to the matter of committee reports.

SUBCOMMITTEE REPORTS

The Consumer Committee and the Survey

A discussion of the survey mandated by ordinance ensued. The possible role of the UC-Berkeley Survey Research Center in the selection of a sample and the design of a questionnaire was alluded to. No conclusion was reached as to whether a spokesperson for the Survey Research Center should be placed on the July agenda.

The Consumer Subcommittee and the Lifeline Rate

Bonnie Engel alluded to Rick Tejada-Flores (absent) as being optimistic on progress concerning the feasibility of a lifeline rate. She said that legal research on the topic will probably be necessary.

The Consumer Subcommittee and the Complaint Process

Bonnie Engel said that an important subcommittee task is to study the process by which Viacom deals with complaints. She feels that additional public members should work with the subcommittee on this topic and also wants Joan Lubamersky, the deputy to the CAO and Gil Brigham in the Mayor's office to participate.

Judy Robinson asked Louise Henry if Viacom keeps a log of complaints. Henry replied that Viacom has a "48 hour process" for replying to complainants. Robinson requested a monthly report of consumer complaints. Chair Esteves stated that some time will be required because this is a volunteer committee working with a new administration within the cable company.

George Kelsey requested a rate card.

COMMUNITY VIDEO SUBCOMMITTEE

George Kelsey described the scheduled Portland conference of the National Federation of Local Cable Programmers and requested that he be sent at City expense. Chair Esteves said that Dick Hoss had already received permission of the Clerk of the Board to attend the conference.

Some interest was expressed concerning the process by which persons are selected to attend conferences which involve travel expenses. Chair Esteves said that it is the prerogative of the Committee of the whole to select persons for travel and that this will have to be done because the City's rules provide that only one person may attend each conference unless the matter is submitted to the Board of Supervisors.

George Kelsey stated the belief that Viacom should send one of their employees. He also alluded to the progress that Mt. View, CA has made with community video. Kelsey also discussed the value of a computerized mailing list which can be coded for ethnicity and special interests. He offered a directory entitled "Bay Area Public Interest Organizations" to Hoss who accepted it. Kelsey explained that he had underlined entries which commence with area code "941" with red pencil for emphasis.

Expenditures by Viacom on Operation of Channel 25

Kelsey asked Louise Henry about the Channel 25 expenditures. Hoss explained that a one-page letter had been made available to CTPC but that it was misplaced when he converted his desk to the conference table (the conference table is his desk). He promised to include the letter in a later mailing.

Louise Henry alluded to the total sum of $25k per year spent on Channel 25. Kelsey then asked for a detailed account of the monies spent on Channel 6. Henry replied that a detailed account would not be provided because Viacom regards itself as having a proprietary interest in Channel 6. Kelsey asked for a letter from Viacom stating that details concerning Channel 6 would not be provided. Henry replied that she preferred an oral dialogue in which the CTPC interest in Channel 6 would be explored.

Mr. Eberhardt entered the conversation. He said that his recollection of the Neil McHugh - Art Agnos dialogue prior to Board of Supervisors' action on the wiring plan included a discussion of Channels 6 and 25. Henry said that her understanding was that Channel 6 was not at issue during the negotiations. Chair Esteves asked for an explanation of why Channel 6 is an issue at this time. Layer said that he recollected that Neil McHugh alluded to the possible need for a third channel. The discussion ended with Louise Henry reiterating Viacom's position that Channel 6 is a part of Viacom operation per se.

THE PROGRAMMING SUBCOMMITTEE

Chair Esteves alluded to the vacancy in the chairpersonship of the programming committee. He expressed the hope that Jack Kelly (absent) would become chair of that subcommittee. The CTPC expressed a concensus that Jack Kelly be appointed as chair of that subcommittee.

MUNICIPAL SERVICES

Chair Esteves reported on his attempt to bring city agencies together on August 19th. He expressed some misgivings about the effect that summer vacation schedules might have on rapid progress.

ANCILLARY SERVICES

Chair Hal Layer distributed an article entitled "Sounds like a Winner!" He expressed an interest in proceeding with the work of the subcommittee. Lazar Keitelman, a volunteer from a blind organization, is temporarily unavailable.

THE VIACOM REPORT

Viacom observer and CTPC nominee Louise Henry reported that pole attachment is a critical factor in Viacom's progress in wiring the City. She was alluding to the fact that the telephone company is the agency which makes pole attachments available.

Mr. Clark Johnson, a citizen complainant who lives on Broadway Street near Chinatown, addressed a question to Henry. Johnson, who had previously appeared, asked if there was any way in which the un-wired areas in Chinatown could be served. He alluded to a major signal problem in that neighborhood.

Loni Ding also inquired about the status of shadow areas that were not being served by a organization that had been franchised as an antenna company.

Everhardt offered the opinion that the construction schedule was devised by Viacom largely in response to technical considerations.

Henry cited the ordinance which sets forth a construction schedule.

ADJOURNMENT

The Chair thanked the speakers and the complainant for attending the meeting and entertained a motion to adjourn. The Telecommunications Policy Committee adjourned at 6:38 p.m. on June 16, 1984.

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A Citizen's Committee Appointed by the Board of Supervisors

MINUTES OF THE MEETING OF JULY 28, 1983

The Telecommunications Policy Committee meeting was held on July 28th in the CTPC's office at 1182 Market Street (the Orpehum Building). The meeting commenced at 4:00 p.m.

ROLL CALL

CTPC members present were Bonnie Engel, Roberto Esteves (Chair) Louise Henry and Judy Robinson.

Committee members absent were Loni Ding, Hal Layer, Jack Kelly, George Kelsey and Rick Tejada-Flores.

The members present did not constitute a quorum and therefore, took no action which is binding on the CTPC. The Committee is now at its full strength of nine members because Louise Henry's appointment has been signed by the Mayor.

OTHERS PRESENT

Dick Hoss, the CTPC's cable officer was present as was Mr. Lazar Kietelman, Director of Services to the Blind, and Mr. Scott Johnson, a complainant who lives in Chinatown and has attended two previous meetings with a request for wiring of his apartment.

CALL TO ORDER

The meeting was called to order at 4:00 p.m. with four of the nine members present.

THE MINUTES

The minutes could not be approved because a quorum was lacking.

REPORT FROM STAFF

Dick Hoss displayed the NBI word processor which works from a central processing unit in the neighboring office of the Harvey Rose Accountancy Corporation. He demonstrated its application to the monitoring of complaints.

Hoss also distributed copies of the appointment of Louise Henry: of the CTPC's budget for FY 1983-84 and a repoort by Viacom on the discontinuance of the program "Galavision."

Hoss then reported on the NFLCP Conference is Portland, Oregon. He placed great importance on the information and contacts he made among those who are active in obtaining municipal services by cable.

REPORT FROM THE CHAIR

THE SURVEY

Chair Esteves related the details of a meeting which he and Hoss had with Dr. Percy Tannenbaum at the Survey Research Center at UC-Berkeley. They saw Dr. Tannenbaum because he designed and carried out the CPBC survey of cable subscribers and potential subscribers.

Esteves reported that Dr. Tannenbaum explained that the work he did for the CPBC was a household survey rather than a subscriber survey; meaning that the poll taker talked to whoever answered the phone.

Dr. Tannenbaum estimated that the polling cost, as distinguished from the design cost, would be $10 per completed telephone inquiry. He had some questions about the City's bidding process.

Robinson commented that a bidding process as contrasted to a "sole source" contract would be to the CTPC's advantage. Comments were made to the effect that the CTPC would draw up criteria from which the City Purchaser would select an organization to do the survey work

Esteves (Chair) reported that Dr. Tannenbaum suggested a two prong approach in which the design work and field testing would occur this fiscal year and the telephone query process would occur next fiscal year.

It was generally agreed that telephone polling was far superior to mail polling because of the greater rate of return.

Esteves stated the necessity of further meetings on the questionnaire and asked for a meeting of CTPC as a committee-of-the-whole on the third Thursday of August to discuss the questionnaire. Some members of the committee objected to this date.

It was finally agreed that the CTPC would meet soley for purposes of discussing the questionnaire on August 11th.

The matter of financing a survey was discussed. Hoss reported that $1,000 was budgeted for survey design but pointed out that the $4,600 reserved for technical testing of signal strength could be re-allocated to the survey.

Esteves described the National Association of Telecommunications Officers and Advisors (NATOA) annual conference to be held in Baltimore on September 26th - 28th. A concensus developed that the CTPC should send a person but, due to lack of a quorum, no one was designated.

COMMITTEE REPORTS

Ancillary Services -- Chair Hal Layer was absent from the City and therefore, no report was made but Mr. Lazar Kietelman, a member of the subcommittee, reported some encouraging news. The target date for getting the services-to-the-blind radio signal on Viacom's system is August 1st. Blind subscribers will pay $19.95 to install cable service in their home and will then pay $2.50 per month for the radio service.

Community Video -- Chair George Kelsey was absent due to a recent birth in the family and therefore, no report was made.

Consumer Affairs Chair Bonnie Engel distributed copies of the last meeting of this committee.

The lifeline rate issue was not discussed in any detail because of the absence of Rick Tejada-Flores.

Chair Engel reported on a on-going study of the Viacom complaint process. She described a meeting which she, Esteves and Hoss held with Ms. Joan Lubamersky, a deputy to the CAO who is in charge of cable complaints. Ms. Lubamersky agreed to keep a log of complaints and make a monthly report to the CTPC.

Some conversation ensued between Engel and Louise Henry. Engel asked how Viacom informs consumers that an access studio is available. She referred to the CTPC's previous public hearings at which most of the public access orientated people were persons with on-going interests in production and the like.

Consumer Affairs Committee Continued

Esteves reported that he had recently met an access seeker who told him that Channel 25 is booked solid.

It was agreed that Hoss would write to Julio Ramirez, the manager of Channel 25, concerning usage of the facilities. The questions would include the hours of operation of the studio; how many hours per week are used on the average; how many hours are generated; the number of people who are producers or are broadcasting serials; and the like.

Robinson asked how one obtains the broadcasting schedules for Channels 6 and 25. Henry responded that the daily newspapers are reluctant to carry channel logs for the 43 cable stations in the Bay Area. Henry said that she will have more information in August on this subject.

Robinson asked for a quarterly report from Viacom concerning the pattern of complaints. Esteves pointed out that Neil McHugh gave end-of-the-year reports on this topic. Engel discussed the possiblity of an on-site review of Viacom's complaint records.

Legislative Committee S. 66, the proposed federal deregulation of the cable industry was discussed in the context of the pending Board of Supervisors' Culture and Recreation Committee on August 4th. Chair Esteves reported that he and Hoss will be present at that Committee meeting to present the resolution previously distributed to the CPTC members; this is a resolution requesting corrective amendments to S. 66 in the House of Representatives.

Robinson agreed to contact some concerned persons that she knows in Washington, D.C. and to produce some written materials concerning S. 66.

Municipal Services

Esteves, chair of this subcommittee, described a workshop scheduled for September 23rd, a Friday, to which representatives of city departments will be invited. The meeting, to occur during the hours of 2:00 p.m. to 5:00 p.m. in the Lurie Room of the Main Library, will discuss cable as an alternative to resources which the city's departments are already expending. Emphasis will be on video production and on data transfer.

THE VIACOM REPORT

Louise Henry gave a report on why "Galavision", the Spanish speaking program was discontinued, the reason being that a satellite called "Galaxy" has burned out.

Henry distributed Viacom's quarterly wiring report and distributed maps. Comments were made to the effect that the earliest wiring effort was by petition from interested viewers and that Viacom went wherever there was a market for its services. Allusions were made to participation by Assemblyman Art Agnos in the wiring plan approval by the Board of Supervisors in January; to the moratorium on digging up streets which have recently been dug up; and to possible problems with PG&E concerning shared facilities.

Louise Henry distributed a card which Viacom hangs on door knobs in order to contact neighborhood groups. She also distributed a newspaper article concerning how the City monitors the digging up of streets.

Mr. Scott Johnson appeared to discuss the potential for wiring his apartment on Broadway Street. Johnson is a complaintant whom Hoss discovered at the Board of Supervisors. Louise Henry reported in detail to the effect that it is unfeasible to wire Mr. Johnson's apartment. She stated that Mr. Johnson was not simply in a shadow area which had been neglected but that some work had been done near-by before Viacom went to 52 channel wiring.

OLD BUSINESS - NEW BUSINESS

In view of the lack of a quorum, neither of these agenda items were considered.

ADJOURNMENT

The Telecommunications Policy Committee adjourned at 6:30 p.m.

TELECOMMUNICATIONS POLICY COMMITTEE

August and September, 1983

The Minutes of these meetings, if held, are not available.

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CITY AND COUNTY OF SAN FRANCISCO

TELECOMMUNICATIONS POLICY COMMITTEE

1182 MARKET STREET, SAN FRANCISCO 94102 • TELEPHONE 558-3179

A Citizen's Committee Appointed by the Board of Supervisors

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JUN 25 1985

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MINUTES OF THE MEETING OF OCTOBER 27, 1983

CALL TO ORDER AND ROLL CALL

The Chair (Esteves) called the meeting to order at 4:00 p.m. in the Commission Room of the Main Library. Members present were Bonnie Engel, Roberto Esteves (Chair), Louise Henry, Jack Kelly, George Kelsey, and Judy Robinson. Members absent were Loni Ding, Hal Layer and Rick Tejada-Flores.

ADOPTION OF THE AGENDA

The Committee agreed to adhere to the printed agenda and not change the sequence of items or to suspend the agenda for special matters.

STAFF REPORT

The staff (Dick Hoss) reported briefly on the status of the contract for design of a survey. He reminded the Committee that the plan is to contract for the design of the survey this year and then to issue a separate contract for its implementation.

He described the contents of the file folders which he presented to each member of the CTPC. Then he reported on a conference which he had attended on October 25th, entitled "Channeling into Cable." Hoss described an all day meeting scheduled for November 8th, entitled "Cable Management - The Five Ps: Politics, Press, Public Relations, People and Paper" and said that he could arrange for CTPC members to attend.

REPORT FROM THE CHAIR

Chair Esteves reported on the NATOA (National Association of Telecommunications Officers and Advisors) convention in Baltimore which he had attended.

Esteves said the the quality of the speakers was quite high. He noted comments to the effect that FCC standards are ridiculous in many instances because actual operating standards are higher.

Esteves found the NATOA programs to be useful but reported a identity crisis within the organization because of a rift between NATOA and the National League of Cities over federal telecommunications legislation (S.66/H.R.4103). The NLC is the parent body to NATOA.

Esteves reported meeting a Mr. Robert LaRose who is Vice President of the ELRA Group, a cable related corporation which plans on becoming active in San Francisco. Mr. LaRose told Esteves that ELRA feels that it does not need a franchise to operate in San Francisco but will deal directly with pole owners.

Chair Esteves reported that S. 66/H.R. 4103 was a major topic of conversation at the dinner tables and that resignation of some NATOA board members was likely because of a rift over policy dictated by the National League of Cities.

Esteves concluded his NATOA convention report and then went on to stress the need for greater activity by the CTPC in view of the ripening of a number of projects. The annual report will soon be due as will a budget for submittal to the Board of Supervisors.

SUBCOMMITTEE REPORTS

Community Video/Local Access was taken up next. George Kelsey, Chair of the Subcommittee, commented that he will treat community video and local access as though they were a single topic although there are some differences.

He distributed plans for a four year phasing-in of a community video plan. An itemized list of equipment was distributed as was a plan for the support of a community organization to oversee access.

A discussion of proposed equipment ensued. George Kelsey said that he wanted a good editing facility because of its income generational value. The discussion turned to the number of distinct editing systems proposed with the possibility of a "bump up" system being proposed as a way to have fewer editing facilities.

The Chair asked Kelsey if he wanted another subcommittee meeting. Kelsey replied that he did not but that he would like a substantial allocation of time at the November

meeting. Esteves said that he would schedule a meeting for 3 o'clock rather than the normal 4 o'clock meeting time.

George Kelsey raised an issue concerning funding for community video. He referred to the 5% gross receipts tax which Viacom pays to the City and noted that 3% is supposedly the maximum tax unless the extra % points go to a regulatory body. The thought was that community video could get some funds from the 2% which the City collects above and beyond the allowable 3%. Esteves said that the extra 2% can go to a cable committee only for expenditures "in light of planned regulatory activity." Esteves said that this would preclude supporting community video from the Viacom tax proceeds.

At 4:43 p.m., the Chair solicited comments around the table on the community video proposal. Bonnie Engel commented that the plan sounded good but that she would like the City to be more involved.

Esteves said that he had encountered access people who value field production capability over a second studio. George Kelsey explained that the field production concept appeared in the form of a van because it is so difficult to check out individual pieces of field equipment such as porta paks.

Esteves agreed that field production is important. He characterized the community video package as being similar to a grant proposal with deadlines.

Kelsey commented that Channel 25 has little original material and that half hour shows require 90 minutes of studio time to prepare. He also alluded to the high room temperature which prevails at Channel 25 and said that part of the problem is that the landlord turns off the air conditioner after the main body of tenants leave.

Esteves asked Kelsey if he envisioned two headends. Kelsey replied that he did not but that he recommended two channels and that the managment of the studio could deal with priorities such as the public interest as versus vanity video.

A discussion of editing facilities developed. Jack Kelly felt that the editing facilities should be simplified and that a timeline for acquisition of equipment should be developed. He noted that a tape stock is required is dubbing is done.

Louise Henry expressed the notion that it is not strategically sound to start out with a list of equipment without an underlying organizational plan. She suggested that the Subcommittee meet with Ms. Kathleen Schuler, a foundation

person who is knowledgeable about non-profit cable ventures. Louise Henry noted that a major issue is how to be self sustaining and how to align what is needed with what is available.

George Kelsey said that he did not want another subcommittee meeting.

Judy Robinson enquired as to whether the proposal was for a facility separate from Channel 6 and Channel 25. Kelsey said that the proposal was for an enhancement of Channel 25.

Robinson noted that the salaries alone are $100,000 and asked if there is a precedent for such a community supported program. She also alluded to the need for a salary survey to support the personnel request.

Bonnie Engel noted that eight public access organizations are starting up in Oregon.

The LEGISLATIVE SUBCOMMITTEE report was next. Chair Judy Robinson had no developments to report but said that we need to update our Committee on legislative developments. She stressed the importance of contacting our Members of Congress when appropriate. She also alluded to guidelines for cable programs as a possible legislative matter.

THE VIACOM CABLEVISION REPORT

Louise Henry, Committee member and a Vice President of Viacom, reported that "Broadcast Services for the Blind" is now on the air with the assistance of Viacom. This alluded to earlier work with Mr. Lazar Kietelman in which Viacom agreed to carry the signal for the Blind Services.

Esteves raised the issue of complaints from the public, saying that he had received some in writing. Louise Henry said that Viacom keeps a log of complaints

The construction schedule/wiring plan was discussed. Louise Henry said that some aerial problems existed in the outer Richmond and outer Sunset Districts. She said that the CWA strike at the phone company had cost Viacom some wiring time. Louise Henry alluded to the Lakeshore Acres construction area and said that the design people are working to substitute aerial installation for the proposed undergrounding. She said that trenching costs $150,000 per mile and that it is not possibly to simply go down the center line of streets.

Esteves enquired as to whether Viacom is mounting a stronger marketing campaign. Louise Henry said that this is true; that Viacom is escalating its attempt at penetration.

OLD BUSINESS

Judy Robinson asked what additional issues should be addressed to the Board of Supervisors. A discussion developed wherein it was agreed that a report on Community Video and on Municipal Services is overdue. Esteves gave a brief description of a Municipal Services workshop that we conducted in the Fall.

Bonnie Engel pointed out that the annual report is soon due. George Kelsey felt that Community Video should be part of the annual report.

Esteves suggested targeting the annual report for January 1st.

NEW BUSINESS

Dick Hoss reported that Supervisor Doris M. Ward had enquired about the potential for revenue by cabling the proposed China Basin sports stadium. He described his proposed response to the inquiry.

Esteves raised the question as to whether the proposed stadium lies within the perimeter of the wiring plan. Louise Henry said that she would apprise appropriate people in Viacom that wiring the stadium may become an issue. It was concluded that Hoss would reply to the Ward inquiry, incorporating what he heard at this meeting with what he learned from other City agencies.

The possibility of more propitious meeting times was discussed. Reference was made to the efficiency of circulating copies of a calendar so that people can report times at which they cannot meet.

It was agreed that the Committee will meet next on November 29th, a Tuesday, at 3 o'clock in the same place. This is the Commission Room of the Main Library.

A PROPOSAL BY MR. RAY BALBERAN
CONCERNING YOUTH PARTICIPATION

Mr. Ray Balberan appeared at 5:51 p.m. to repeat his request for youth related activities of a very specific nature. He alluded to the submission of documents in the past which called for a new cable t.v. station for youth residing in the Mission District and an additional channel for use as a

bi-lingual Spanish speaking station. Mr. Balberan has asked for two way transmission capability installed at a community center and for portable equipment. He has also asked for a cable related youth forum where ideas would be exchanged and programs developed by youth paid as consultants.

At this meeting, he asked for the formation of a youth entity inside Viacom and for a Youth Subcommittee within the CTPC. He then commenced to read from a book entitled: "The Value of Youth" and to read off a list of youth orientated activities.

Mr. Balberan then introduced a Mr. Bobbie Castillo who was the host of a parolee orientated talk show in Fresno. Mr. Castillo made a number of comments supporting the notion of support for youth activities.

Mr. Balberan's presentation ended at 6:08 p.m. and the Committee commenced a question and answer period. Judy Robinson asked Mr. Balberan who he spoke for and what he was requesting. She posed the question "Jobs? Programs?"

Mr. Balberan said that he wanted the CTPC to establish a youth program to enable young people to formalize their needs. Judy Robinson asked him what needs he had in mind. Mr. Balberan replied that the needs consisted of Spanish speaking input and for training.

Judy Robinson asked him if he had approached other organizations. She noted his reference to a contact with Channel 2. Mr. Balberan said that he had worked with Channel 9 in the past and had produced over 35 half hour shows.

At 6:15 p.m., the Chair closed the question and answer period and commenced a discussion among the committee members. Louise Henry announced that Viacom's policy was to work with young people and that students are very welcome to use Channel 25.

Discussion among the CTPC members halted while Mr. Balberan interrupted a speaker. He was admonished by the Chair who noted that this time was reserved for discussion by the Committee. The Chair went on to say that youth concerns are a topic of importance and that the Committee has identified it was an area for inclusion in its report.

Judy Robinson noted that the CTPC has no jurisdiction to require Viacom to set up a youth entity.

Jack Kelly repeated a remark that he had made at the September meeting that a youth committee is unnecessary and

redundant.

Judy Robinson said that she would not support a separate committee but would support a number of other youth related measures such as inclusion of youth questions in the survey.

George Kelsey noted that the subcommittee structure is expandable and is designed to include persons who are not members of the CTPC. He noted the potential for integration of youth into the entire CTPC process.

Mr. Balberan interrupted a speaker and had to be called out of order.

The general consensus seemed to be that Mr. Balberan's extra channel proposals were in conflict with the Committee's mandate to develop a comprehensive plan and his request for separate youth committees was redundant and unnecessary. No motion to adopt his proposals ensued.

The closing note was a comment in which Mr. Balberan thanked the Committee for supporting racism.

The meeting adjourned at 6:28 p.m.

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TELECOMMUNICATIONS POLICY COMMITTEE

1182 MARKET STREET, SAN FRANCISCO 94102 • TELEPHONE 558-3179

A Citizen's Committee Appointed by the Board of Supervisors

MINUTES OF THE MEETING OF NOVEMBER 29, 1983

CALL TO ORDER AND ROLL CALL

The Chair (Esteves) called the meeting to order at 3:00 p.m. in the Commission Room of the Main Library. Members present were Bonnie Engel, Roberto Esteves (Chair), Louise Henry, Jack Kelly, Hal Layer, Judy Robinson and Rick Tejada-Flores. Members absent were Loni Ding and George Kelsey.

ADOPTION OF THE AGENDA

The Committee agreed to adhere to the printed agenda and not change the sequence of items or to suspend the agenda for special matters.

APPROVAL OF THE MINUTES OF OCTOBER 27, 1983

The minutes were adopted subject to correction by the adoption of two motions. A motion by Louise Henry corrected the minutes as they referred to the cost per mile of trenching for cable. The cost is $300,000 per street mile.

A motion by Judy Robinson was adopted to clarify the reference to the design of the survey. The motion was to incorporate by reference and attach to the minutes, a letter concerning the survey. The letter, from Dick Hoss, was dated October 21, 1983 and reported on the contract for the design of the survey. The letter concluded by suggesting that the Committee delegate the arranging of the contract to Hoss. The consensus at the October meeting was that this should be done.

STAFF REPORT

Hoss described the contents of the file folders which he presented to each member of the CTPC. The contents were articles from video trade journals. Hoss then reported that the Chair had invited Ms. Kathleen Schuler, the Executive Director of the Foundation for Community Service Cable Television to appear as a speaker.

COMMUNITY VIDEO

The Chair (Esteves) moved to the next item on the agenda, a meeting on community video. The Community Video Subcommittee Chair, George Kelsey was absent so Esteves polled the Committee to determine how they wanted to proceed. Esteves wanted to discuss an overall concept of community video rather than go into details. Judy Robinson felt that the focus should be on whether a proposed community video plan is fiscally viable. She said that if Viacom is adamant against spending money, we should know now.

Bonnie Engel felt that the Committee has an opportunity to recommend a community video plan to the Board of Supervisors. She recapitulated George Kelsey's request for information on equipment and salaries paid at Channel 25. Engel said that a key question is whether the CTPC has the authority to allot public funds or whether some other funding structure is indicated. She said that a focal point must be created to capture the energy of people who are producing video.

Tejada-Flores reserved comments because he had missed some meetings.

The Chair, Esteves, said that he assumes that the CTPC has to present an idea to the Board of Supervisors rather soon or lose credibility. A focus must be developed and the public must be educated as to the potential of cable. Esteves asked himself if the CTPC has some responsibility for the development of Channel 25 and answered "yes!" He recommends a fully rounded proposal and wants community input on the administrative structure. Esteves stressed the need to involve community leaders.

Bonnie Engel said that part of the problem is that when Viacom foots the entire bill, the more sophisticated producers drop out because they don't want to donate their work product to Viacom.

Esteves stressed the importance of involving municipal agencies in planning the use of cable. He said that the City must accept the responsibility sooner or later and that a municipal services program should be incorporated into the plan.

Engel suggested that access decisions concerning Channel 25 be made by the Bay Coalition or a similar group.

Layer viewed outreach as being concerned with users and with viewers.

Kelly said that the CTPC must involve the community. He asked how to convince the City that it has a stake in community video.

Robinson said that a vital step in developing community video is deciding whose venture it is; or whether it is a coop. She alluded to the question of whether the CTPC is empowered to use franchise proceeds. She recommended that Channel 25 be included in the listings of scheduled TV programs.

Layer thought that the City should help Channel 25 and Channel 35 obtain listing. Esteves agreed and analogized the station to the S.F Progress which is a local paper of record.

Esteves inquired whether Channel 25 has portable equipment. Louise Henry said that she will get an inventory of Channel 25's equipment. She said that Viacom has a committment to 25 but that requests require a justification. Henry suggested that any promotive effort use the internal capacity of Channel 25 for reaching people. She said that the Time-Life TV Guide that folded had plans for including Channels 25 and 35; and pointed out that the Chronicle carries Channel 6 listings. Henry said that it is necessary to discover who Channel 25 serves. She said that the CTPC is the appropriate body to seek changes in the scope of Channel 25. Henry favors working from a basis of need.

Esteves alluded to the deadline or "window" for developing a community video program. He referred to Resolution 228-83 which was signed on March 25, 1983. The resolution gave the CTPC six months in which to recommend franchise changes in the areas of community video, municipal need and public access. Esteves noted that the six month "window" expired on September 25th.

Louise Henry said that Viacom will not hold the Committee to the expired date but that the company expects a proposal within a year.

A GUEST SPEAKER -- MS. KATHLEEN SCHULER

The Chair introduced Ms. Kathleen Schuler, the Executive Director of the Foundation for Community Service Television. The FCSCT has an office at 5616 Geary Blvd.

Ms. Schuler said that she found the previous discussion extremely reassuring and is pleased that the CTPC has arrived at the set of questioned formulated in the round table discussion.

She turned to the matter of financing community video and said that she knows of no funding source which will give community funds to stations that limit programming to free speech statements of person opinion.

Schuler alluded to the importance of implementation policy and said that the question always arises of what's in it for the various parties. What will make a City give up 2% points of the franchise tax proceeds. She suggested that a funding model be one of the last pieces of business and suggested three to four months as a realistic planning time. Schuler recommended six months as the absolute deadline for developing a community video plan. She alluded to Long Beach as a city whose cable committee allocates franchise tax proceeds.

Layer asked about the efficacy of a non-profit access corporation. Schuler said that the identity of the people involved is a key element. She thinks that it is premature for the CTPC to form a non-profit.

Engel asked the CTPC if it wanted to sketch out a plan today and get the details to George Kelsey. The Committee agreed to outline, in a general proposal, a plan for the development of community video.

Layer alluded to the problem of users with a different scope. He said that some want to reach a citywide audience and others seek a targeted population. Layer thought that narrowcasting is the practice.

Schuler agreed that focus is a problem. As to news, she thinks that the City has plenty of channels of information and that Channel 25 is not a substitute for media shortfall.

Louise Henry alluded to the problem of promoting a service that hasn't been defined.

A RESOLUTION

Judy Robinson made a motion that incorporated the following suggestions. With the approval of the Community Video Committee, the CTPC will have ready by February, 1984 a general proposal and a timeline for implementation of the process to establish and build true Community Video for San Francisco.

1. The survey conducted by the CTPC will include questions about access and community video. Results will be incorporated into the second-stage report to the Supervisors in 1984.

2. The general proposal to be submitted in February, 1984 will include but not be limited to the following:

a. An assessment of the existing community video facility.

b. A description of Viacom's responses to existing problems and the company's plan for the future of access and community video (A copy of the current policies will be provided by Louise).

c. A recommendation for the immediate implementation of a process to establish the proper structure to govern access and community video facilities, involving participation by the City, Viacom and the SF Community (building on Mr. Kelsey's report and recommendations for salaries, various responsibilities and proposed funding). The CTPC can begin now to involve community leaders and begin to knit together a coalition of the current Channel 25 producers and users, institutions and agencies with resources, fund-raisers, professional people and city departments. (The burden of proof is on us.)

d. Outreach and audience education about access and the opportunities offered by community video services, including the potential for the City's use of cable to deliver services.

e. Funding structures and the use of part of the franchise fee to support city and citizen video production as well as administration of the channel.

f. Equipment, maintenance and growth of the facilities over a two-to-three year period (the Community Video Committee has already done most of this research.

THE VIACOM REPORT

The Committee took up its monthly report from Viacom at 4:44 p.m. Judy Robinson stressed the importance of having a summary log of complaints. She described this as a log of all calls from the outside. Robinson said that the CTPC should have a sense of overall complaints with a summary of total complaints. She stressed the need for knowing if the service situation is improving and sees the production of a good complaint report as an on-going problem.

THE LEGISLATIVE SUBCOMMITTEE REPORT

Esteves reported on a resolution which a legislative advocate for the cable industry is expected to present to the Board of Supervisors. He said that Viacom wanted a resolution stressing the importance of competition and traced the relationship between that resolution and an earlier one by the phone company seeking to subject transmission of data by cable companies to the California PUC.

Louise Henry said that the position of Viacom is that if the cable companies affect the phone companies data market, that the phone companies should be deregulated rather than the cable companies regulated.

A resolution was unanimously adopted to write a letter to Supervisor Ward reiterating the CTPC strong support of competition. The letter is contingent on the resolution being introduced.

Federal legislation was taken up. Robinson said that her contacts in Washington D.C. feel that SB 66/HR 4103 is being reassessed. She alluded to the forced access issue in the Bryant bill.

OTHER SUBCOMMITTEES

Ancillary Services. Hal Layer demonstrated a channel selection box. Henry commented that this box is harder to defeat.

REPORT BY THE CHAIR

Esteves raised some questions about a HBO program featuring Eddie Murphy and some insulting remarks he had made about the gay community.

Louise Henry said that censorship is a constitutional issue and that cable as a media can't censor.

Esteves displayed a newspaper article which described him as investigating Eddie Murphy. He said that this is not the case and that he thinks complaints should be directed to HBO or to Eddie Murphy.

Esteves closed the Chair report by telling the Committee about his response to an inquiry from Supervisor Ward as to whether Ray Balberan required furthur attention. The Committee had received copies of the letter which Esteves sent to Ward and were satified that this was the proper course of action.

ADJOURNMENT

The Committee adjourned at 5:34 p.m.

December 1, 1983

NOTES TAKEN ON PROCEEDINGS AT THE
CTPC MEETING OF NOVEMBER 29, 1983

Introduction

At the November meeting of the CTPC, the Committee voted to outline, in a general proposal, a plan for the development of Community Video in San Francisco. Beginning with the report from the Community Video Committee of the CTPC, the members recommended the inclusion of a discussion of additional considerations. Ms. Kathy Schuler of the FCSCT visited the meeting, sharing her perspective on public access and community video.

Ms. Schuler has recently been consulting with 34 other cable regulatory agencies in California that have been struggling with the same questions as we have. She set forth the following points, below which are listed some specific ideas from the Committee members present or comments made by Ms. Schuler:

1. The purpose and need for public access/community television facilities in San Francisco.

   a. Public Access = First Amendment rights of access; five free minutes; reasonable cost for longer time

   b. Community Video = production by community groups and individuals and access to channel time free or minimum cost

   --Community Video =two-way capability from neighborhood centers for live cablecasting of events and meetings

   --Community Video = access to programming on cable television for citizens without cable service or who live in non-wired areas

   --Community Video = involvement of the larger SF population and utilization of other media resources in the community

2. An analysis of problems with public access/community video that currently exist with the Channel 25 facility and management, or, what is the role of Channel 25 in SF and what is keeping it from happening?

over

As noted in the first CTPC Report to the Board, more than half of the individuals who spoke at the public hearing expressed concerns regarding Channel 25. Although the situation has changed recently for the better, these problems need to be delineated more fully in order to see the appropriate solutions to long-standing difficulties with Viacom's present community video channel.

3. Cooperate with other community entities and institutions that can provide other resources to Community Video.

Ms. Schuler mentioned colleges and universities, hospitals, and other service organizations that could contribute time, equipment and expertise as well as use the channel for their own programming.

4. Establish a mechanism for on-going process with the San Francisco Community.

As Community Video develops, the purpose and criteria will undergo revision and rethinking. More participation by the SF constituency will promote policies and procedures that ensure use, fairness, accessibility and consensus.

5. Structural Options for the administration of Community Video and related facilities

a. Divide jobs by function; determine who is the appropriate body to perform these functions
b. Community education and community involvement
c. Management of equipment, access schedule, training,
d. Fundraising--assess and reassess the division of the costs involved (a three part governing body was mentioned in the meeting, adding to Mr. Kelsey's report: Viacom, the City, and the community, perhaps in the form of a non-profit corporation).
e. Oversight of process and facilities; role of CTPC

6. Implementation Strategies = an analysis of the benefit and cost to each of the participants, i.e., City, Viacom, Community non-profit, CTPC

7. Funding Models--reorientation of foundations, change perspective about Channel 25, organize a time-line for an on-going funding structure.

8. Sponsor projects and experiments in the interim; assess results of each project and its effects.

Committee Response

Judith Robinson made a motion that incorporated the following suggestions. With the approval of the Community Video Committee, the CTPC will have ready by February, 1984 a general proposal and a timeline for implementation of the process to establish and build true Community Video for San Francisco.

1. The survey conducted by the CTPC will include questions about access and community video. Results will be incorporated into the second-stage report to the Supervisors in 1984.

2. The general proposal to be submitted in February, 1984 will include but not be limited to the following:

a. An assessment of the existing facility and situation

b. A description of Viacom's responses to existing problems and the company's plan for the future of access and community video (A copy of the current policies will be provided by Louise.)

c. A recommendation for the immediate implementation of a process to establish the proper structure to govern access and community video facilities, involving participation by the City, Viacom and the SF Community (building on Mr. Kelsey's report and recommendations for salaries, various responsibilities and proposed funding) The CTPC can begin now to involve community leaders and begin to knit together a coalition of the current Channel 25 producers and users, institutions and agencies with resources, fund-raisers, professional people and city departments. (The burden of proof is on us.)

d. Outreach and audience education about access and the opportunities offered by community video services, including the potential for the City's use of cable to deliver services

e. Funding structures and the use of part of the franchise fee to support city and citizen video production as well as administration of the channel

f. Equipment, maintenance and growth of the facilities over a two-to-three year period (the Community Video Committee has already done most of this research)

(continued)

Conclusion

These considerations need thorough discussion by the whole CTPC in December and early January in order to prepare this preliminary report. The basic decision for us now is whether or not we feel ready to make recommendations for a change in the franchise at this time. Asking Viacom for a substantial outlay of cash to purchase equipment before the community and city contributions are in place may meet with refusal and make later implementation more difficult. Beginning now to involve the community and to promote a specific project or two that can show measurable results may strengthen our "case" to the Board and demonstrate to the company that public access/community video can have beneficial results for them as well. (Please take this last paragraph as Bonnie's personal opinion.)

CITY AND COUNTY OF SAN FRANCISCO

TELECOMMUNICATIONS POLICY COMMITTEE

1182 MARKET STREET, SAN FRANCISCO 94102 · TELEPHONE 558-3179

A Citizen's Committee Appointed by the Board of Supervisors

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MINUTES OF THE MEETING OF DECEMBER 16, 1983

CALL TO ORDER AND ROLL CALL

The Chair (Esteves) called the meeting to order at 3:00 p.m. in the Commission Room of the Main Library. Members present were Bonnie Engel, Roberto Esteves (Chair), Louise Henry, Hal Layer and Judy Robinson. Members absent were Loni Ding, Jack Kelly, George Kelsey and Rick Tejada-Flores.

ADOPTION OF THE AGENDA

The Committee agreed to adhere to the printed agenda and not change the sequence of items or to suspend the agenda for special matters.

STAFF REPORT

Dick Hoss (the staff) explained the contents of the folders which he had distributed. The contents were video trade magazine articles plus a members' attendance report which was prepared in connection with Agenda Item IV. He also reported that the CTPC's video equipment will soon be delivered and that he intends to record Channel 25 at the Main Library each day and watch it the next day at the CTPC office.

Hoss reported that the Board of Supervisors' budget, which includes the CTPC program, will be heard by the Rules Committee on January 26th. This necessitates earlier approval of the budget by the Committee. Hoss said that the only major item other than maintenance of effort will be a request for funds to carry out the survey which will be designed this fiscal year. The Chair asked for volunteers to work on a preliminary budget. He appointed Judy Robinson, himself and Hoss to draft a budget proposal.

THE CHAIR'S REPORT

The Chair, Esteves, pointed out that five Committee seats expire on January 31st. These are the seats of Ding, Esteves, Kelly, Kelsey, and Tejada-Flores. Esteves stated that he could not endorse the reappointment of any member who had missed more than half of the meetings in the last year. He expressed the hope that the other members of the Committee felt the same way. Esteves alluded to an earlier rule adopted by the Committee which requested the resignation of members who missed three consecutive meetings. Robinson endorsed the notion that a display of interest in the activities the CTPC must be shown.

Bonnie Engel introduced a motion which read as follows:

> "The policy of the CTPC concerning Committee appointments is that no member shall be recommended for reappointment who has been absent 50% of the time or more in a one year period; and that a statement of this policy shall be set forth in the annual report as the policy of the CTPC."

Judy Robinson seconded the motion. The resolution was then unanimously adopted.

George Kelsey's participation on the Committee was discussed. Bonnie Engel introduced a motion stating that the CTPC endorses the reappointment of George Kelsey. Hal Layer seconded the motion and it was then unanimously approved.

Roberto Esteves' record of participation on the Committee was discussed. Hal Layer introduced a motion stating that the CTPC endorses the reappointment of Roberto Esteves. Bonnie Engel seconded the motion. Engel assumed the Chair for purposes of polling the Committee. The resolution was unanimously adopted.

Jack Kelly's record of participation on the Committee was discussed. Louise Henry introduced a motion stating that the CTPC endorses the reappointment of Jack Kelly. Hal Layer seconded the motion. Esteves spoke to the motion, saying that he was pleased with Kelly's work but would like a commitment from Kelly for full participation. Hal Layer agreed with the importance of a committment and suggested that the requirement of participation be added as a qualifying clause on the endorsement of Kelly's reappointment. Louise Henry asked if it was not true that the CTPC assumed a committment generally and did not impose it as a condition. Robinson alluded to an earlier time when Kelly's resignation had been contemplated.

She said that a mitigating circumstance concerning Kelly's participation existed because the organization which had sponsored Kelly wanted him to remain on the CTPC.

A resolution was introduced stating that the CTPC endorses the reappointment of Jack Kelly subject to an expression of committment to participate in the Committee's activities. The motion was seconded and passed unanimously with Judy Robinson abstaining.

Bonnie Engel introducing a motion stating that the CTPC should be on the lookout for representation on the Committee by neighborhood groups. The motion was not seconded but became the focal point for a discussion. A consensus developed that this was a good idea.

The question of how to fill the offices of Chair and Vice Chair of the Committee was discussed. A consensus developed that an election should await the filling of the terms which will expire on January 31st.

The next meeting date was set for January 16th, a Monday at 10 a.m. The meeting will be held in the Commission Room of the Main Library.

COMMUNITY VIDEO

The Chair (Esteves) designated himself as subcommittee chair in the absence of George Kelsey who is the Community Video Subcommittee Chair. Esteves opened a discussion of community video. Frequent allusions were made to four page set of notes on community video, taken by Bonnie Engel and dated December 1st. The notes are appended to these minutes.

OTHER MATTERS

Esteves said that he had talked to the Civil Service Department about establishing a video technician's classification to fill a void which exists.

Esteves also reported that he had talked to the General Manager of the Department of Electricity about microwave distribution of library information to avoid payment for additional dedicated telephone lines. This will be a less expensive method.

Esteves announced that the Municipal Services Subcommittee would hold a workshop of January 20th at John O'Connell High School. The meeting, at 3 p.m. will be in the City's only known video production facility.

Hal Layer reported on the potential for a video link between the City and the airport by means of ITFS (Instructional Television Fixed Service). Layer said that UC Med Center has two infrequently used channels. He suggested that the City request use of some time from UCSF or from the Catholic Archdiocese which also has underutilized ITFS capacity. Layer gave in-service training at the airport as an example of the potential usage. Hoss said that the Airport Commission does extensive computer traffic with the Controller by means of phone lines.

THE VIACOM CABLEVISION REPORT

Louise Henry, a Vice President of Viacom and a member of the CTPC, made the monthly report on Viacom's operations. She gave a report to Hoss, dated December 5th, which described the equipment issued to Channel 25. She asked him to mail copies to the CTPC members. She gave Hoss a publication entitled: "Cable 25 Community Report -- Developments and Directions" and requested that he mail copies to the members.

Judy Robinson raised the issue of development of a complaint process. Engel asked that the CAO's office be contacted for the timetable on the quarterly report. Robinson said that the inability to get an accurate picture of complaints was a continuing problem.

Louise Henry said that Viacom's pattern of subscriber phone calls goes up and down. She said that billing time stimulates complaints which will lessen when the company develops a more user-friendly billing format.

Robinson asked Henry if the company was changing the scope of its service activity.

Henry replied that a mature cable system can regulate its work force more readily than a company which is building. She offered to help Hoss insert a consumer complaint section into the annual report.

Robinson stressed the need for a complaint format which will enable a reader to compare various time periods.

Esteves said that the progress of the wiring plan belongs in the annual report. He placed wiring on the agenda for the next meeting.

Henry said that Vicom will broadcast a program on the AIDS health syndrome.

Robinson alluded to the dialing problem which exists when

one attempts to tune in Channel 6. The control number six on the tuner does not correspond to Viacom Cable Channel 6. Henry said that she would instruct on how to translate the dialer.

SUBCOMMITTEE REPORTS

Esteves alluded to earlier discussions of Community Video and of Municipal Services and said that no additional time would be spent discussing subcommittee subjects.

OLD BUSINESS

Esteves introduced a resolution concerned with Eddie Murphy, an entertainer who is carried by Home Box Office. Mr. Murphy is the center of a controversy over a comedy routine which defames gay people. The resolution asked the CTPC to forward its concerns regarding programming materials that are not in the public interest to Variety Magazine, Home Box Office, Viacom and the various San Francisco print media.

Robinson questioned whether it is within the purview of the CTPC to screen programs. Louise Henry suggested that the proper person to contact is Eddie Murphy and his agent. Layer suggested a format which would conclude by asking the reader to take our views into account. Robinson suggested a format to the effect that we have received complaints and want you to know about them.

Esteves agreed that Eddie Murphy is the proper recipient of a complaint.

OLD BUSINESS

Robinson asked about the minutes for the November meeting. Hoss said that the minutes weren't ready yet; that he was trying to incorporate Engel's four page report on Community Video into his minutes.

Robinson raised the issue of wiring of community centers and the eventual installation of two way transmission capability. She referred to some directories and listings of community centers which she had given to Hoss. Robinson said that the CTPC needs to know what centers exist before it makes recommendations. She asked that the topic of community centers be calendared for the next agenda to discuss parameters. The populations to be served was mentioned as an important criterion.

Robinson alluded to the CTPC mandate to assemble an integrated copy of the franchise which consists of ordinances passed at various times. Hoss said that he has a single document on the word processor but must check it against the ordinances to ensure that they are all incorporated.

NEW BUSINESS

This is the agenda item which includes a provision for input or comment by the public. Mr. Mike Spain appeared. He is a producer of video programs, a volunteer at Channel 25, a user of Channel 25's facilities and is a person known to the CTPC because he has appeared at many meetings.

Spain commented on the proposed Eddie Murphy resolution. He recommended that the Committee forgo taking stands on the content of programming.

Spain then made remarks about conditions at Channel 25. He asked the CTPC if it knew that Channel 25 had had camera problems since November 1st and had suspended in-house productions.

Louise Henry said that she knew about the situation. She alluded to a delay in getting replacement parts and to a heart attack suffered by the station manager.

Spain asked if having one camera out of three cameras operative was acceptable.

Henry said that Viacom's position is that Channel 25 is to have the same level of equipment maintenance as Channel 6.

The Chair said that some fact finding is obviously necessary. He asked Spain if he thought that there was preferential treatment of some producers during the shortfall.

Spain said that a public access channel does not need commercial broadcast quality and should not be closed down simply because it is down to one camera.

Robinson said that the CTPC should take this complaint seriously. She told Spain that he should write a detailed letter to the CTPC but that if he did not, his remarks could be found in the CTPC minutes.

The Chair asked Louise Henry to report on this matter at the January meeting. He also said that he will talk to the staff at Channel 25.

Engel asked Spain if the producers who use Channel 25's facilities would like to talk to the CTPC.

Spain said that complainants would fear retaliation by the station management. He thought that people who are denied access eventually dry up and blow away.

Hal Layer expressed the notion that public access should not be so close to the edge of shutting down.

ADJOURNMENT

The Committee adjourned at 5:21 p.m.. Its next meeting will occur on January 16th at 10 a.m. in the Commission Meeting Room of the Main Library.

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CITY AND COUNTY OF SAN FRANCISCO

TELECOMMUNICATIONS POLICY COMMITTEE

1182 MARKET STREET, SAN FRANCISCO 94102 · TELEPHONE 558-3176

A Citizen's Committee Appointed by the Board of Supervisors

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MINUTES OF THE MEETING OF JANUARY 16, 1984

CALL TO ORDER AND ROLL CALL

The Chair (Esteves) called the meeting to order at 3:00 p.m. in the Committee's office at 1182 Market Street. Members present were Bonnie Engel, Roberto Esteves (Chair), Louise Henry, Jack Kelly, George Kelsey, Judy Robinson and Rick Tejada-Flores. Members absent were Loni Ding, and Hal Layer.

ADOPTION OF THE AGENDA

The Committee agreed to adhere to the printed agenda and not change the sequence of items or to suspend the agenda for special matters.

APPROVAL OF THE MINUTES OF DECEMBER 16, 1983

The staff apologized for not having the minutes ready.

REPORT FROM THE STAFF

Dick Hoss reported that he had mailed a proposed outline of an annual report with knowledge that it would be drastically revised. He explained that he felt a focal point was necessary to commence discussion of how the report should be written.

THE ANNUAL REPORT

An extended discussion ensued about the format and contents of the annual report. Consensus was developed on many issues and the matter was carried over for the February meeting.

NEW BUSINESS

Rick Tejada-Flores reported that press of other committments made it necessary for him not to seek reappointment.

A discussion ensued about who would replace members who were not seeking reappointment. Bonnie Engel suggested that Henry Deurr be contacted to recruit a Chinese person to replace Loni Ding.

THE VIACOM REPORT

Louise Henry reported the broadcasting of a program on "AIDS" which featured a call-in program. Favorable remarks were made about that kind of programming. Judy Robinson spoke well of the Channel 6 Newsroom and discussed listing of programs on that channel.

OLD BUSINESS

George Kelsey said that he was pleased to see that the Eddie Murphy complaint was on the December agenda. He said that a proper response to homophobia is our responsibility.

ADJOURNMENT

The meeting adjourned at 5:37 P.M.

CITY AND COUNTY OF SAN FRANCISCO

TELECOMMUNICATIONS POLICY COMMITTEE

1182 MARKET STREET, SAN FRANCISCO 94102 · TELEPHONE 558-3127

A Citizen's Committee Appointed by the Board of Supervisors

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MINUTES OF THE MEETING OF FEBRUARY 9, 1983

CALL TO ORDER AND ROLL CALL

The Chair (Esteves) called the meeting to order at 3:30 p.m. in the Committee's office at 1182 Market Street. Members present were Bonnie Engel, Roberto Esteves (Chair), Louise Henry, George Kelsey, Hal Layer, and Judy Robinson. Members absent were Loni Ding, Jack Kelly and Rick Tejada-Flores. Two persons who are soon to be appointed as members were present as observers. They were Rhonda Abrams and Michael Singsen.

ADOPTION OF THE AGENDA

The Committee agreed to adhere to the printed agenda and not change the sequence of items or to suspend the agenda for special matters.

APPROVAL OF THE MINUTES OF DECEMBER 16, 1983

The minutes were adopted.

REPORT FROM THE STAFF

Dick Hoss reported that the budget would go to the Rules Committee of the Board of Supervisors on February 23rd which is the Thursday after Washington's birthday. He also reported that the term purchase agreement for design of the survey would probably be released by the Clerk of the Board if the Rules Committee approved the requested $30,000 for execution of the survey. Hoss also reported that members of the CTPC had discussed the need for a review of the wiring plan. He requested a discussion of what type of maps would make the best presentation.

THE ANNUAL REPORT

Discussion of the annual report was carried over from the January meeting. Various members made very detailed comments about portions of the report for which they are responsible.

THE VIACOM REPORT

Louise Henry said that she would provide maps which show the areas of the City which are scheduled for construction. Some discussion ensued about what size maps and in what relief are most readable.

Louise Henry announced the availability of the Walter Kaitz scholarships.

ADJOURNMENT

The Committee adjourned at 5:17 p.m. It was agreed that the next meeting would be held on March 15th at 3 p.m.

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CITY AND COUNTY OF SAN FRANCISCO

TELECOMMUNICATIONS POLICY COMMITTEE

1182 MARKET STREET, SAN FRANCISCO 94102 · TELEPHONE 558-3179

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MINUTES OF THE MEETING OF MARCH 15, 1984

CALL TO ORDER AND ROLL CALL

The Chair (Esteves) called the meeting to order at 3:07 p.m. in the Committee's office at 1182 Market Street. Members present were Rhonda Abrams, Bonnie Engel, Roberto Esteves (Chair), Louise Henry, George Kelsey, Hal Layer, Judy Robinson and Michael Singsen. Member absent was Beverly Hayon.

ADOPTION OF THE AGENDA

The Committee agreed to adhere to the printed agenda and not change the sequence of items or to suspend the agenda for special matters.

APPROVAL OF THE MINUTES OF FEBRUARY 9, 1984

The minutes of February 9, 1984 were approved.

STAFF REPORT

Dick Hoss reported that the Civil Service Commission has the survey design contract calendared for March 26th. Service contracts with outside agencies require the permission of the Civil Service Commission.

REPORT BY THE CHAIR

The Chair (Esteves) reported that legislation was pending to add two more seats to the CTPC, making it an eleven member body. Esteves reported that a Mr. Cary Fong is being considered for one of the additional seats; that Mr. Fong would be appointed shortly after the Committee is expanded, if it is expanded, and that an eleventh person would be appointed next year.

Judy Robinson moved that the CTPC endorse the expansion. The motion died for lack of a second.

THE ANNUAL REPORT

The Committee passed a resolution sending the Annual Report, as amended, to the Board of Supervisors.

A REVIEW OF THE WIRING PLAN

Louise Henry distributed maps and offered to supply maps of a larger size if required. She reported that construction work for 1981 and 1982 is completed with the exception of Golden Gateway which was rejected by the owners of the complex. The Seacliff and the Twin Peaks wiring areas have been completed. Henry said that the Outer Sunset and the Outer Richmond construction areas continue to be a problem. She said that Viacom has paid for pole applications in those areas but the utilities have not completed the work required before cable construction can be completed. Henry said that Lakeshore Acres construction should begin in 30 days; that Viacom is waiting for a permit to cross 19th Avenue. She distributed a wiring report, dated January 26th and addressed to Mr. Boas.

Henry said that construction in the Sunset Heights wiring district is delayed because the phone company has rejected Viacom's pole attachment applications. She said that construction should be on schedule by the end of 1984. Henry said that Viacom has two additional employees working to expedite construction and that the President, Kurt Jorgensen, is a construction man.

Esteves said that he had received word that a petition related to the construction schedule was being circulated.

THE PROPOSED RATE INCREASE

The Chair (Esteves) charged the Committee with examining the policy issues which relate to a rate increase, using its limited expertise and knowledge. Esteves pointed out that neither the City Attorney nor the Budget Analyst have taken a position. He declared a short recess to provide the Committee members with time to restudy the proposal.

The meeting reconvened at 4:30 p.m. at which time the Chair (Esteves) asked the Committee members to comment, round robin style, on the proposed rate increase.

Hal Layer commented that the Committee did endorse a rate increase last year. He pointed out that the rate increase formula differs from that of last year and that the connection charge is up 70%.

Michael Singsen raised the issue of continuity of basic service. He described the present basic rate as providing all of the "must carrys" within the 26 channels provided as basic service.

Esteves commented that, last year, the CTPC called for a maintenance of effort which would require Viacom to maintain the same level of service for the basic rate.

Singsen commented that raising the rate to $12.50 and then to $15 will affect the availability of service to low income people. He also asked about Viacom's commitment to Channel 25.

Abrams remarked that increased revenue to the City is also an issue.

Robinson said that the CTPC has a duty to advise on the rate increase proposal, based on its judgment. She said that the CTPC needs consultation and suggested shifting funds to pay consultants on the rate increase. As to the rate increase itself, Robinson said that Viacom in San Francisco is a division of a national corporation. She said that unconsolidated direct costs must be studied and referred to interest bearing loans which the parent company has made to the San Francisco affiliate. Robinson suggested engaging experts to design a lifeline rate. She also alluded to maintenance of the level of programming which is provided as basic service. Robinson concluded by questioning the relevance of the Consumer Price Index to increases in the cost of wiring the City.

George Kelsey reminded the group that although the Committee endorsed the last rate increase proposal, it did so by a vote of 5-4. Kelsey said that a $15 basic rate represents a 50% increase over a two year period. He suggested that premium service bear the brunt of any increased costs which are incurred by Viacom. He expressed disapproval of the automatic increase provision and also alluded to the keeping of consolidated books. Kelsey asked about revenue from other sources such as Vialert.

Kelsey stated his belief that a good faith issue exists. He feels that Viacom hasn't really delivered in San Francisco. Kelsey said that he has not observed a real commitment on the part of Viacom to community video, although community video is not really very expensive.

Esteves expressed his preference for a formula which provides so much per year. He described Supervisor Carol Ruth Silver's suggestion that a certain amount of the City's revenue from the cable franchise be allocated to community programming. Esteves said that Supervisor Silver was referring to the full range of programming and not just Channel 25.

Louise Henry commented that Viacom's commitment to place cable in the rest of the City is very expensive.

Hal Layer asked why the automatic rate increase formula was greater this time.

Abrams said that she would like to see language in the ordinance to the effect that nothing prohibits the Board of Supervisors from introducing a lifeline rate.

Engel said that rate increase time always opens things up. She felt that a policy problem exists in that the CTPC's role concerning rate increases must be defined. Engel said that questions about the rate increase must be made more specific.

Esteves said that he had received enough input on the rate increase and needed to move on to a consideration of process.

Robinson introduced a motion to the effect that:

> The CTPC is looking into the rate increase proposal with great diligence and interest but can't deliver an informed judgment on the matter to the Board. In light of the importance of the matter, the CTPC requests that consideration of the rate increase proposal be deferred.

Esteves (the Chair) ruled the motion out-of-order, stating the the Committee needs to decide what it will do. The motion was not seconded.

Esteves said that he doesn't see the CTPC as a rate expert; that he wants to focus on public policy issues.

Engel agreed, saying that the CTPC must act.

Esteves said that he wants to convene next week to resolve the matter. He set a special meeting date of Monday, March 19th at 3:00 p.m. to reach an agreement on the rate increase.

The meeting adjourned at 6:05 p.m.

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CITY AND COUNTY OF SAN FRANCISCO

TELECOMMUNICATIONS POLICY COMMITTEE

1182 MARKET STREET, SAN FRANCISCO 94102 • TELEPHONE 558-3179

A Citizen's Committee Appointed by the Board of Supervisors

MINUTES OF THE MEETING OF APRIL 16, 1984

CALL TO ORDER AND ROLL CALL

The Chair (Esteves) called the meeting to order at 3:12 p.m. in the Committee's office at 1182 Market Street. Members present were Bonnie Engel, Roberto Esteves (Chair), Louise Henry, Judy Robinson and Michael Singsen. Members absent were Rhonda Abrams, Beverly Hayon, George Kelsey, and Hal Layer

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ADOPTION OF THE AGENDA

Adopted

APPROVAL OF THE MINUTES OF MARCH 15, 1984

The minutes of March 15, 1984 were approved.

STAFF REPORT

Dick Hoss reported that he had sent a proposed contract for survey design to the Survey Research Center. He demonstrated the burglar alarm which will protect the CTPC's video equipment.

COMMITTEE PROCEEDINGS

Judy Robinson requested a leave of absence for the next three months due to a trip to Europe. The Committee passed a motion to grant the leave with an understanding that absence during the leave will not affect Robinson's attendance record.

REPORT FROM THE CHAIR

Esteves reported that the Mayor hasn't disclosed whether or not she will approve the rate increase formula.

The Chair then took up the proposed 0.2% access programming development formula which is pending before the Committee on Culture and Recreation. He reported that the Committee will consider the ordinance on May 3rd and stressed the need for expressions of support for the measure.

The Committee agreed to confer with Viacom on how a special access programming fund would be established and administered. The CTPC agreed to focus on how to disburse money allocated under the formula and to develop a plan for the first year's use of the money.

The CTPC discussed the proposed ordinance which would expand the Committee to eleven members. The Culture and Recreation Committee has not scheduled the ordinance for its May 3rd meeting but does have time to calendar it for that meeting. The CTPC discussed its neutrality on the proposal to expand the size of the Committee and restated its policy that people who are not members of the CTPC are welcome to serve on its subcommittees.

THE VIACOM REPORT

Louise Henry passed out copies of the new Cableguide and described its inauguration. She said that an effort was underway to include the offerings of producers on Channel 25. She also reported that twenty three schools have now been wired and that four schools are unservicable. Henry said that she will give Hoss a list of the schools and also a consumer complaint log for distribution to the Committee.

Esteves asked Henry about a notation on Viacom bills that a 5% tax is levied by the City on service other than basic.

SUBCOMMITTEE REPORTS

The Legislative Subcommittee's functioning was discussed because the CTPC granted Judy Robinson a leave of absence. The Legislative Subcommittee Chair was offered to Michael Singsen who declined because he will be absent from the City for six weeks, commencing after the May meeting. The Committee agreed that it would deal with legislative issues as they arise.

OLD BUSINESS

The Chair called an election for the offices of Chair and Vice Chair. Bonnie Engel was elected as Chair; and Rhonda Abrams as Vice Chair, each by an unanimous vote.

A plan of action for 1984 was discussed. Esteves said that he would like to Chair the Consumer Services Subcommittee and take an especial interest in the survey.

Engel said that the plan of action must contain a commitment on public access. She called a meeting for April 19th on public access/community video.

The possibility of creating an Executive Committee was discussed with some favoring the creation of such a committee and others recommending the polling of members. Engel alluded to the need for establishing a Programming Subcommittee and defining its activities.

Engel also proposed the formation of a general policy subcommittee on rates. The matter of how subscribers learn that they are eligible for a lifeline rate was discussed.

A motion was passed which called for integration of cable related legislation into a single ordinance. The ordinance setting the rates is separate from the ordinance granting the franchise and describing it.

NEW BUSINESS

A number of producers arrived and took seats. A brief recess was called. Producers present included John Canaly, Sally Moore, Jay Padgett, Cindy Putnam and Mike Spain. Jay Padgett offered to work on a public access/community video plan. Shortcomings of Channel 25 were discussed and its use and possible ways to improve the facility were discussed in great detail. The nature and quality of training courses given at Channel 25 were discussed. The FCC requirement for a waiver in cases where a gross receipts tax exceeds 3% was discussed.

The discussion ended with the new Chair (Engel) inviting producers to come to the April 19th meeting which is scheduled to discuss public access/community video.

ADJOURNMENT

The Committee adjourned at 5:22 p.m. and is scheduled to meet next on May 7th at 3:00 p.m. in its office at 1182 Market Street.

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MINUTES OF THE MEETING OF MAY 7, 1984

CALL TO ORDER AND ROLL CALL

The Chair (Engel) called the meeting to order at 3:12 p.m. in the Committee's office at 1182 Market Street. Members present were Rhonda Abrams, Bonnie Engel (Chair), Roberto Esteves, Beverly Hayon, Louise Henry, Hal Layer, and Michael Singsen. Members absent were George Kelsey and Judy Robinson. Staff present: Dick Hoss.

ADOPTION OF THE AGENDA

The Committee agreed to the printed agenda.

STAFF REPORT

Dick Hoss explained the contents of the folders issued to the members. Then he asked Committee members if any of them can record Channel 25 for him on a regular basis so that he can bicycle it to the office and have it playing on the CTPC's VHS. Esteves said that as soon as the Video/Deaf Service section of the Main Library is wired for cable, he can record Channel 25 for Hoss each day.

REPORT FROM THE CHAIR

Bonnie Engel reported that the Board of Supervisors' Committee on Culture and Recreation passed Ordinance #237-84 which reserves 0.2% of Viacom's gross receipts from customer revenue and allocates the money for access programming and development in accordance with an annual plan of expenditures and budget developed by the CTPC. In the absence of a plan and a resolution allocating it, the 0.2% will be paid to the City as part of the franchise tax.

Engel reported that the full Board is considering the ordinance this afternoon (May 7th) and that she expects it to pass. If it does, it will to go a second reading on May 14th and then be sent to the Mayor.

A discussion of who should contact whom ensued and it was agreed that letters would be written to Supervisors Silver, Walker, and Ward thanking them for their efforts in committee.

Engel made the following subcommittee chair assignments.

Subcommittee	Chair	Telephone No.
Ancillary Services	Layer	469-2637
Community Video/Local Access	Kelsey	821-3030
Consumer Services	Esteves	558-5634
Legislation*	Robinson	982-8533
Municipal Services	Esteves	558-5634
Rate Policy	Abrams	546-0200

*With the understanding that legislation will be referred to Michael Singsen during the Chair's excused three month absence.

The Programming Subcommittee and its scope were discussed. It was agreed that programming information can be obtained by the CTPC telephone survey.

Engel called for formation of a Rate Policy Subcommittee and appointed Abrams as the subcommittee chair. The Subcommittee is to formulate policy relating to those items properly to be considered by the CTPC when rate increases are proposed and is to follow-up on rate matters within CTPC's purview.

Engel called for formation of an Executive Committee to handle emergency matters between monthly meetings. She suggested that the Executive Committee consist of the Chair, the Vice Chair and the immediate past Chair. A phone poll of all the members will be taken when necessary.

She said that she is very mindful of the need for a good annual report at the end of the year and wants the subcommittee to meet monthly. There will be no July meeting. The next meeting is scheduled for August 6th.

CONSUMER SERVICES SUBCOMMITTEE

Esteves reported on the design of the telephone survey of residents of wired areas; subscribers and non-subscribers. He said that the Survey Research Center design contract included the contents of a Request for Proposal (RFP) for execution of the survey; and that the director, Jim Wiley, will need access to the subscriber list. Esteves said that he will welcome questions for inclusion in the survey from CTPC members.

PUBLIC ACCESS/COMMUNITY VIDEO SUBCOMMITTEE

The Subcommittee Chair, George Kelsey, was absent. Engel (Chair) said that she had asked Kelsey to schedule a meeting with the Channel 25 staff. She said that Jay Paget, a producer, proposed a questionnaire to be sent to Channel 25 users soon. Mike Spain, a Channel 25 producer proposed that the widest possible group of users be surveyed.

Louise Henry requested a scope which would go beyond negatively phrased questions.

Abrams asked whether the questionnaire would raise expectations of improvement in the operation of Channel 25.

Engel concluded the discussion by pointing out that the CTPC will soon have news as to whether or not the 0.2% allocation will be available and that, if it is, the CTPC may want to add questions.

THE VIACOM REPORT

Louise Henry had nothing new to report but asked for questions if any.

Abrams stated that Supervisor Molinari has received complaints about Viacom's policy of requiring owners of cable ready TV sets to install a converter box.

Henry detailed Viacom's policy on the converter box issue and the problem with signal leakage. Abrams requested that the matter be referred to the Ancillary Services Subcommittee. The matter was so referred.

Hal Layer asked Henry about Viacom's provision for broadcasting the Democratic convention. He alluded to C-Span's sharing of time with Channel 32 and the issue of short hours of operation. Henry said that Viacom may put C-Span on Channel 6 during the convention.

OLD BUSINESS/NEW BUSINESS

No matters were raised under the agenda headings. Members of the public who usually speak during the "New Business" slot spoke earlier during the Community Video Subcommittee discussions.

ADJOURNMENT

The CTPC adjourned at 4:56 p.m. with an agreement to meet next on June 4th.

CITY AND COUNTY OF SAN FRANCISCO

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MINUTES OF THE MEETING OF JUNE 4, 1984

CALL TO ORDER AND ROLL CALL

The Chair (Engel) called the meeting to order at 3:00 p.m. in the Committee's office at 1182 Market Street. Members present were Rhonda Abrams, Bonnie Engel (Chair), Roberto Esteves, George Kelsey, Louise Henry, and Hal Layer. Judy Robinson and Michael Singsen were on excused absences. Beverly Hayon was absent. Staff present: Dick Hoss.

ADOPTION OF THE AGENDA

The Committee agreed to the printed agenda.

APPROVAL OF THE MINUTES

The minutes of April 16, 1984 were approved.

STAFF REPORT

Dick Hoss reported that the Mayor's office had requested cable drops and that he had received an excellent response from Viacom. He said that the possibility of wiring the Board's main chamber was being explored.

Louise Henry said that she had been on a staff retreat and knew nothing about it. She said that Viacom will study the feasibility of wiring the Board's chambers for future broadcast capability.

Hoss reported that the Board of Supervisors general office had undergone a major renovation and that he had been able to repay the Clerk of the Board and his staff for their many favors by helping them to move files.

REPORT BY THE CHAIR

Bonnie Engel reported on details of a NFLCP regional meeting which she attended in Modesto on June 1st and 2nd.

Engel reported that cablecasters of local access/community video may be able to purchase liability insurance through NFLCP and that the availability of theft insurance for equipment is also being explored.

Engel learned at the conference that an agreement on HR 4103 is pending and directed Hoss to get a copy of the amended version of HR 4103 to the CTPC legislative subcommittee members.

Louise Henry said that she would like to present the CTPC with the cable companies' position on the bill and will attempt to get material by the end of the week.

Engel alluded to the NFLCP annual conference to be held in Denver on July 19 through 21st. The consensus was that Engel would attend the conference and that Hoss would seek permission to send George Kelsey, the chair of the PA/CV Subcommittee as well.

MUNICIPAL SERVICES SUBCOMMITTEE PROCEEDINGS

Roberto Esteves reported on the Municipal Services Subcommittee meeting. Approximately sixteen people attended from a substantial number of agencies.

Esteves announced another meeting of the subcommittee to be held on Friday, June 22nd at 2:00 p.m. at the CTPC's office. The meeting will identify resources for the production of video information and will plan a survey of municipally owned audio/visual equipment.

CONSUMER SERVICES SUBCOMMITTEE PROCEEDINGS

Roberto Esteves reported that he met at 11 o'clock with Hoss and Julie Miller of Friends of Channel 25 to go over proposed survey questions. Esteves said that he will meet with Viacom representatives to determine their interest in the survey. He will ask for CTPC approval of the design at the August meeting and then seek bids on conducting the survey.

COMMUNITY VIDEO/LOCAL ACCESS SUBCOMMITTEE

George Kelsey reported on a meeting at Viacom at 2055 Folsom Street where Kelsey, Engel, Esteves and Hoss met with Louise Henry, Barrett Giorgis, Julio Ramirez and Jon Bernstein.

The topic was community video and the full utilization of Channel 25. Louise Henry said that she hopes that Barrett Giorgis will be a resource to the CTPC and that she has a sense that Viacom and CTPC are willing to work together.

Jay Paget, a producer, referred to some questions for Channel 25 producers that he had proposed mailing through the CTPC. Kelsey said that the questions needed some refining and proposed a meeting on that topic on June 11th. Louise Henry will supply a list of Channel 25 volunteers which was offered by Julio Rameriz, the Director of Channel 25.

MOTION: The May 23rd letter from Friends of Channel 25 to the CTPC was referred to Viacom for answers by the August 6th meeting.
SECONDED AND CARRIED

The question arose as to whether the CTPC should promote outreach to potential users of Channel 25. There was no consensus on that point. Kelsey alluded to Viacom's policy that the Channel 25 manager is not allowed to promote access.

THE VIACOM REPORT

Louise Henry reported that this will be her last CTPC meeting because she is resigning to move to Los Angeles. The CTPC commended her for her cooperation with the committee. She introduced her replacement, Sue Levitin.

Henry displayed the "San Francisco Cableguide" which is Viacom's monthly magazine. Hoss mentioned receiving complaints from subscribers who didn't take "Cableguide." Those subscribers said that they now receive a lesser amount of free information than they did before the advent of "Cableguide" because an index was dropped from the free guide. Henry said that she is aware of that and something is being done.

Henry reported on Viacom's progress on the construction schedule (otherwise know as the wiring plan). She also reported on Viacom's addition of KALW FM radio station.

Henry displayed a Viacom bill that carried notice of how subscribers on SSI could obtain the lower rate. Notification to blind people of the radio service option needs to be expanded.

Layer asked Henry if Viacom will run the C-Span coverage of the Democratic convention on Channel 6, the issue being that C-Span goes off the air at 7 p.m.

The CTPC raised the issue of subscribers with cable ready TV being required to pay for a box. This was a continuation of the issue which Abrams raised at the May meeting when she presented a letter of complaint from a subscriber to Supervisor Molinari.

Henry said that she has referred the cable ready set/converter box issue to Kurt Jorgensen, Viacom's local president, and that Hoss will be informed of the resolution.

Abrams asked about plans for implementation of the rate ordinance's provision that in areas which have previously been wired, a purchaser of private property which was not wired is entitled, after January 1, 1985, to be wired at a installation cost not to exceed $150.

ADJOURNMENT

The Committee adjourned at 5:05 p.m. Members of the public who attended the meeting were invited to a reception at which the CTPC bade farewell to Louise Henry and welcome to her successor, Sue Levitin.

CITY AND COUNTY OF SAN FRANCISCO

TELECOMMUNICATIONS POLICY COMMITTEE

1182 MARKET STREET, SAN FRANCISCO 94102 • TELEPHONE 558-3179

A Citizen's Committee Appointed by the Board of Supervisors

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JUN 25 1985

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MINUTES OF THE MEETING OF AUGUST 6, 1984

CALL TO ORDER AND ROLL CALL

The Chair (Engel) called the meeting to order at 3:00 p.m. in the Committee's office at 1182 Market Street. Members present were Bonnie Engel (Chair), Roberto Esteves, Cary Fong, Hal Layer, Sue Levitin and Michael Singsen. Judy Robinson was on an excused absence; and Rhonda Abrams and George Kelsey were absent. Staff present: Dick Hoss.

ADOPTION OF THE AGENDA AND APPROVAL OF THE MINUTES

The Committee agreed to the proposed agenda and approved the minutes of May 7th and June 4th. The Committee did not meet in July. Michael Singsen requested the addition of a brief Rate Policy Subcommittee report to be made in conjunction with his Legislative Subcommittee report.

COMMITTEE MEMBERSHIP MATTERS

The Chair introduced Cary Fong, a new member who will serve the remainder of Beverly Hayon's term (1/31/86) and who will join the Public Access Subcommittee.

The Committee discussed a letter from Judy Robinson (attached) in which she offered to resign because she will be in Spain an additional month beyond the three month leave of absence granted by the Committee.

The Committee agreed to leave the matter up to Ms. Robinson. She will be notified to address her decision, if she decides to resign, to the Clerk of the Board.

Reappointments of members whose terms will expire on January 31, 1985 were discussed. The Chair said that the terms of Engel, Layer, Levitin and Robinson will expire at the end of January.

THE CONSUMER SERVICES SUBCOMMITTEE

The Survey Research Center at the University of California at Berkeley is doing the design work for the annual poll of subscribers and non-subscribers in wired areas. Representatives of the SRC attended the monthly meeting. They included Dr. James Wiley, the Assistant Director of the Center, Ms. Selma Monsky, Research Specialist and Manager of the Survey Services Facility, and Mr. Scott Pimley a graduate research assistant.

Roberto Esteves (Chair) reported on three subcommittee meetings which produced a working draft survey and a tentative timetable (see attachment). The timeline for design of a Request for Proposal (RFP) for execution of the survey was also discussed.

A meeting is scheduled on August 13th at 3:00 p.m. at the Committee's office to enable the Committee members to go over the questionnaire and the timeline in depth.

over

The Committee made other decisions about the survey and the results are described on the attachment marked: "CTPC Annual Poll."

STAFF REPORT

Dick Hoss announced that, on recommendation by the Executive Committee, he will be in the office continuously from 9 a.m. to 11 a.m. each weekday to facilitate Committee communication. The main phone number (558-3179) again has a Codaphone message recorder. Hoss can also be reached on Harvey Rose's number (552-9292).

Hoss referred the Friends of Public Access Survey of Producers to the Public Access Subcommittee. He recommended expansion of the sample before assessing the data and reporting conclusions.

Hoss polled members as to their interest in receiving copies of Viacom's CABLEGUIDE. Members were interested and Sue Levitin offered to mail the guide to all members.

Examples of Viacom's marketing efforts and planned program/channel changes were also requested.

REPORT BY THE CHAIR

Bonnie Engel deferred her report on the Denver National Federation of Local Cable Programmers (NFLCP) conference to the time reserved for the Public Access Subcommittee report.

Engel referred the construction report for the first quarter of 1984 to the Consumer Services Subcommittee.

She set the matter for 3:00 p.m. on August 13th, as the first item to be discussed at the Consumer Services Subcommittee meeting on the survey questionnaire.

THE LEGISLATIVE SUBCOMMITTEE

Michael Singsen reported on H.R. 4103 which was recently approved by the House Committee on Commerce and Energy. Singsen said that the Committee has received a stream of articles which describe the cable industry's repudiation of the legislation due to recent favorable treatment of the cable industry by the U.S. Supreme Court and by the FCC. He said that the cable bill appears dead and that there is little the Committee can do until the National League of Cities formulates a plan. Singsen envisioned a grim future for access fans and for cities losing regulatory authority over basic rates.

Singsen, speaking for the Rate Policy Subcommittee, introduced a question about the special reduced rates authorized for Senior Citizens on SSI and for blind people. He requested from Viacom a regular report on their efforts to publicize and market subscriptions at the reduced rates and also asked for an account of how many people are signing up for them.

Singsen announced that the Rate Policy Subcommittee will meet on August 29th.

THE MUNICIPAL SERVICES SUBCOMMITTEE

Esteves (Chair) reported good attendance by representatives of City Departments at the last two meetings. They reached a consensus on a priority schedule for developing municipal services and expressed a willingness to share resources and use internal funds to help each other whenever possible.

The response to a survey of City agencies to determine what video equipment they have, who their video people are, and the scope of their activities was good. The next step is to survey skills and resources which can be pooled.

The use of Videotext as a municipal information implement; and use of a portion of the 0.2% access funding for cablecasting a monthly municipal magazine are the two main objectives after developing an internal support system. Any program developed must be accessible to all City departments because most Departments need video production training.

The Subcommittee will meet in September.

COMMUNITY VIDEO/PUBLIC ACCESS

The Subcommittee Chair, George Kelsey, was absent so Engel made the report. Both Engel and Kelsey attended the National Federation of Local Cable Programmers (NFLCP) convention in Denver. Engel noted that her written report is in members' packets to be read later.

Engel said that she found great value in attending a national conference and that she wants two people to attend the forthcoming convention of the National Association of Telecommunications Officers and Advisors (NATOA) which will be held in Tucson on September 23-26.

Information available at the NFLCP conference highlighted the public and other access channels and organizations which are role models to study. Congressional action and FCC rulings pose an increasing threat to local cable regulation and franchising authority. Engel urged CTPC members to consider producing a model franchise and a cable policy for San Francisco.

The CTPC obligations for the remainder of 1984 include writing the Annual Report to the Board of Supervisors; approval of the draft annual poll of subscribers and non-subscribers; approval of a RFP for the survey execution; development of a plan for public and municipal access and use of the 0.2% access funding; approval of the CTPC budget for 1984-85; and other duties.

With the recommendation of the Executive Committee, Engel announced plans for a CTPC membership retreat, scheduled for Saturday, September 22nd to set Committee priorities, develop a 3-5 year plan and to form the access plan and budget.

MOTION: A motion was introduced (Esteves), seconded (Singsen) and carried that the CTPC will have a retreat and will utilize the required funds to do so.

Engel appointed the Executive Committee as the retreat agenda subcommittee.

ANCILLARY SERVICES SUBCOMMITTEE

Hal Layer (Chair) reported on the Cable-ready TV set issue. He said that Viacom is preparing public information on the problem and will inaugurate a policy to enable subscribers to have their installation checked for signal leakage or interference. If there is low leakage, an isolation trap will be installed at low cost or no cost. If leakage is above an acceptable level, a unit costing $25 will be installed.

Ms. Levitin offered a Viacom engineer to explain the technical problem.

Layer mentioned publication of a list which rates various television models for the amount of leakage they generate.

Engel referred to Supervisor Molinari's earlier inquiry on cable ready TV sets. It was agreed that Layer will draft an answer to the Supervisor by the next monthly meeting (September 10th).

VIACOM CABLEVISION REPORT

Sue Levitin, Viacom's representative, referred to the first quarter's wiring report and said that the second

quarter's report will soon be available. Viacom ~~has~~ is preparing entered the Lakeshore Acres wiring area and ~~also has~~ are installed a dish at Laguna Honda.

Levitin handed Esteves a copy of Viacom's report on specially referred complaints for referral to the Consumer Services Subcommittee.

Levitin announced some personnel changes at Viacom. Bob Murillo is now manager of customer service, a position which reports to Ms. Levitin; and Lori Reyes is Levitin's new assistant.

Levitin said that Julio Remirez has resigned as manager of Channel 25 and that the vacancy has been posted in Viacom facilities throughout California. The closing date is August 17th and the company is seeking a community orientated person.

Levitin also announced the inauguration of a daily equipment status check at Channel 25.

Viacom has completed the cable drop in the Video/Deaf Services area of the Main Library. Viacom enabled C-Span to broadcast the Democratic convention on Channel 22. Similar coverage of the Republican convention is planned.

Levitin offered a tour of Channel 25 for CTPC members and staff. She has concluded luncheon meetings with each CTPC member and with the staff.

NEW BUSINESS

Julia Miller, Friends of Public Access, mentioned the twenty responses to a survey of Channel 25 users. She asked for a date for the Community Video Subcommittee meeting and asked how to get the matter before the full committee.

Miller asked about the Friends of Public Access letter of inquiry about Channel 25's operations which the CTPC directed to Viacom. A response was expected at the August meeting.

Levitin said that Julio Remirez' resignation has delayed the matter. Viacom wants to have the post filled before the response is written. She described a September deadline as unrealistic.

Ms. Miller said the "Friends of Public Access" will be happy to meet with the new Viacom access director and others from Viacom to help formulate new policy and guidelines for Channel 25.

The Chair announced that she will contact Mr. Kelsey for the date of the next Public Access/Community Video Subcommittee meeting.

ADJOURNMENT

The Committee adjourned at 5:57 p.m.

The next monthly meeting will be on Monday, September 10th at 3:00 p.m. in the CTPC office at 1182 Market Street.

Judith Robinson
562 B Lombard Street
San Francisco, California 94133

c/o Lookout Magazine
Puebla Lucia
Fuengirola, (Málaga)
Spain
July 11, 1984

Bonnie Engel, Chair
Citizens' Telecommunications Policy Committee
1182 Market Street #421
San Francisco, CA. 94102

Dear Bonnie:

I have just learned that I may stay in Spain for another month, beyond the July 30th date when I originally planned to return to San Francisco.

In light of the continued absence from the Committee, I can no longer ask to be allowed to remain as a member.

Although I would like to continue serving the Committee and the citizens of San Francisco in such a capacity, I will fully understand if you desire to fill the position.

My present plans call for my returning the middle of September.

I have been privileged to serve on the "Cable Committee" and to work with all of you who have been members during my term. I hope that I may continue to use my expertise for the benefit of high quality cable television service in San Francisco.

I would appreciate your letting me know of the Committee's decision regarding my membership by writing me at the above address in Spain. You may also wire me at the same address. Air mail letters may take up to 3-4 weeks to arrive in Spain.

I hope that the Committee's work has been productive and interesting during your tenure as Chair. With best personal regards to all other members, I am,

Sincerely,

Judy Robinson

TENTATIVE TIME LINE FOR VIACOM SURVEY

Monday, August 6	Full committee meeting to discuss all aspects of survey (including instrument design and sampling).
August 7 - 31	Committee members' suggestions submitted to sub-committee.
September 4 - 13	Questionnaire revised and approved by subcommittee
September 14 - 30	First pretest completed and proposed revisions prepared and reviewed with subcommittee.
October 1 - 15	Second pretest completed and reviewed with subcommittee.
October 16 - 26	Final questionnaire completed and approved by committee.
October 26-December 28	RFP issued, contractor for Wave 2 selected, and contract signed.
January 2 - 4	Sample drawn.
January 10	Spanish and Chinese versions of questionnaire completed.
January 12	Interviewer instructions written and reproduced. Questionnaires printed. Study kits distributed to interviewers for study and practice interviewing prior to briefing.
January 15	Interviewer briefing and assignments.
January 16 - 17	First interviews and group reviews.
January 18	Full-scale interviewing begins.
March 8	All interviews completed.
March 18	All coding and data entry completed.
April 1	Delivery of clean tape, codebook and preliminary tables.
April 22	Delivery of final report.

May 1st — Jim Wiley suggests added month.

CTPC ANNUAL POLL

(Draft for Approval at the CTPC Meeting on September 10th)

1. The sample is to be drawn from wired areas only

2. Test characteristics of cable subscribers and non-subscribers

3. Interviews will be of heads of households only
   a. over 18 years old
   b. call backs; evenings, weekends

4. Two versions
   a. Subscribers -- duration of 15 to 30 minutes
   b. Non-subscribers (blue pages)
      duration 5 - 10 minutes
      1. never had it
      2. disconnected

5. Subscriber survey
   a. determine level of satisfaction with service
   b. compare subscribers with non-subscribers
   c. profile subscribers demographically

6. Sample size - 40% of households in wired areas that subscribe to cable

   a. 700 - 1000 phone calls for 400 subscribers
   b. 1000 calls needed for statistical validity
   c. can over-sample subscribers from Viacom tapes

7. Nonsubscribers and disconnects
   a. What information is needed?
   b. Cost?

8. Other language versions
   a. Necessity?
   b. Cost?
   c. SRC will estimate based on own scale.

9. Design of RFP for the Annual Poll
   a. Recommend target goal of 70%
   b. No substitutes for head of household
   c. Standardize procedures
   d. End result need 300 subscribers; 300 non-subscribers; and 300 disconnects

(continued)

9. e. Foreign language callers or tally of incomplete calls due to language problems

f. On-spot translation not recommended

g. Volunteer agencies could translate but questions of standardization arise

h. Ms. Julia Miller will research translation costs

10. Programming questions

a. Viacom's point of view

b. % of those subscribing to basic as compared to those also taking pay channels

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CITY AND COUNTY OF SAN FRANCISCO

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MINUTES OF THE MEETING OF SEPTEMBER 10, 1984

CALL TO ORDER AND ROLL CALL

The Chair (Engel) called the meeting to order at 3:00 p.m. at the Committee's office at 1182 Market Street.

Members present were: Bonnie Engel, Roberto Esteves, George Kelsy, Hal Layer and Sue Levitin and Michael Singsen

Members absent were: Rhonda Abrams and Cary Fong. The ninth seat is vacant due to the recent resignation of Judy Robinson

Staff present: Dick Hoss

ADOPTION OF THE AGENDA AND APPROVAL OF THE MINUTES

The Committee agreed to the proposed agenda and approved the August 6th minutes after corrections by Sue Levitin as follows: 1) the second quarterly report on wiring was handed out; and 2) Viacom is about to enter the Lakeshore Acres wiring district; and 3) the installation of the dish at Laguna Honda is in process.

REPORT FROM THE STAFF

Dick Hoss requested that the 3-5% franchise tax ceiling waiver be referred to subcommittee. The Chair referred the matter to the Policy Subcommittee.

Hoss reported the necessity of signing up soon for the NATOA convention; and reminded the Committee of the Palo Alto/Mt. View sponsored local NATOA luncheon on September 18th.

REPORT BY THE CHAIR

Engel brought up the matter of the retreat to be held at Fort Mason on September 22nd. The retreat agenda committee will meet at 10 a.m. on September 12th and welcomes all suggestions. The first access plan is the main priority. Pauline Proschan will facilitate.

The Committee restated its conclusion that its activities are covered by the Brown Act and that the retreat will be advertised and interested persons will be invited to attend but not participate.

The staff was directed to investigate the timeline to present a plan and a budget to the Board of Supervisors.

THE POLICY SUBCOMMITTEE

Michael Singsen announced the Policy Subcommittee meeting on September 13th at 10 a.m. at Rhonda Abrams' office at 121 Steuart Street.

CONSUMER SERVICES SUBCOMMITTEE REPORT

Esteves reported that the Survey Research Center will soon have the revised questionnaire ready and that he will set a meeting to discuss it.

MUNICIPAL SERVICES SUBCOMMITTEE REPORT

Esteves reported that he has completed a survey of the video equipment assigned to various City departments and that he will survey the extent of staff expertise in video among the various departments. The purpose of the survey is to bring about the sharing of city equipment and money.

Esteves asked whether anyone recalled a commitment by Neil McHugh to turn on 52 channels in a portion of the City in 1986. He said that this could be important for municipal planning. The consensus was that McHugh should be contacted.

Esteves described support for a videotext service and said that the provision for VHS post production equipment was discussed. Esteves said that such equipment, if funded, must be available to all departments.

PUBLIC ACCESS SUBCOMMITTEE REPORT

George Kelsey who informed the CTPC of his decision to resign as Chair of the Public Access Subcommittee due to potential conflict of interest.

Michael Singsen is the new chair and Kelsey will remain as a member of the subcommittee.

Kelsey referred to the subcommittee's meeting on September 5th and the flow chart of tasks approved at that time.

Singsen agreed to take the chair and announced a subcommittee meeting to be held on September 19th at noon at the CTPC office. The agenda will include ideas to be considered at the access plan retreat on September 22nd.

A Friends of Public Access meeting was announced as scheduled for September 13th at 5 p.m. in the CTPC office.

ANCILLARY SERVICES SUBCOMMITTEE

Hal Layer explained the articles on cable ready tv which were included in the members' folders.

He said that Viacom's response to the cable ready tv issue has been referred to Viacom's New York City office and that the written explanation for subscribers hasn't been completed.

Layer reported that the subcommittee is interested in testing signal strength and is collecting the names of organizations which do that work.

VIACOM REPORT

Singsen asked for information about the rate at which senior citizen SSI recipients and blind people are signing up for the special rate. Levitin said that 319 senior citizens have signed up for the special rate and that she is working on a one year marketing plan.

Levitin will draft a press release about the special rate for the the blind and the release will refer to the CTPC role in obtaining it.

Levitin announced that the tour of Viacom which she had previously offered to Committee members is being finalized and that it will include a viewing of the City Desk program. The tour can be on October 11th or on October 18th, and will be conducted from 1:00 p.m. to 7:00 p.m. Members should contact Dick Hoss to sign up.

Levitin said that the practice of a daily equipment check at Channel 25 is being followed up.

OLD BUSINESS

No old business was pending.

NEW BUSINESS

Mike Spain, a member of the public, asked if the 0.2% allocation of franchise tax proceeds includes budgeting for the broadcast of Board of Supervisors' meetings on Channel 25. He was told that any subcommittee member could make recommendations for the retreat agenda.

An extended discussion ensued as to whether the Board of Supervisors wants to be televised on a gavel-to-gavel basis. The conclusion was that televising the Board is not a simple matter.

ADJOURNMENT

The Committee calendared its next monthly meeting for October 1st but did not set a time because it was uncertain as to when it will hold a hearing on the results of the retreat.

The Committee adjourned at 5:42 p.m.

CITY AND COUNTY OF SAN FRANCISCO

TELECOMMUNICATIONS POLICY COMMITTEE

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A Citizen's Committee Appointed by the Board of Supervisors

MINUTES OF THE MEETING OF OCTOBER 1, 1984

CALL TO ORDER AND ROLL CALL

The Chair (Engel) called the meeting to order at 3:30 p.m. at the Committee's office at 1182 Market Street. The monthly meeting was preceded by a hearing on access which convened at 1 p.m. and adjourned at 3:30 p.m.

Members present: Bonnie Engel, Roberto Esteves, Cary Fong, George Kelsey, Hal Layer and Sue Levitin and Michael Singsen

Members absent: Rhonda Abrams. The ninth seat is vacant due to the recent resignation of Judy Robinson

Staff: Dick Hoss

ADOPTION OF THE AGENDA AND APPROVAL OF THE MINUTES

The Committee agreed to the proposed agenda and approved the September 10th minutes.

REPORT FROM THE STAFF

Dick Hoss reported that he will be on vacation from October 8th through October 15th.

REPORT BY THE CHAIR

The Chair (Engel) distributed a six page report titled: "The Telecommunications Policy Committee Goals, Objectives and Budgets." The document was a summary of the access goals and objectives which evolved from the September 22nd retreat at Fort Mason. The report was for discussion under Item VI on the agenda.

The Chair reminded members of the impending deadline for the annual report and asked that drafts of subcommittee reports be submitted in November.

THE CONSUMER SERVICES SUBCOMMITTEE

The Survey Research Center staff were invited to join the Committee at 3:30 p.m. Ms. Charlotte Coleman, Field Services Director for the SRC, and Mr. Scott Pimley, graduate research assistant attended.

Esteves (subcommittee chair) said that as a result of a meeting on September 24th, former subscribers had been dropped as a special category of non-subscribers. Esteves said that the survey's scope was reduced because of a statistical validity problem would arise from attempting to include three sample classes in a relatively small number of interviews.

A discussion ensued as to whether former subscribers should be reinstated as a class to be polled separately. Support for excluding former subscribers as a separate class was expressed and it was agreed that the group would be pretested. Ms. Coleman explained that the cost of executing a survey depends in part on how difficult it is to reach the people polled.

The consensus was that the SRC would receive the names of 20 former subscribers for pretesting with the knowledge that Viacom doesn't have phone numbers for former subscribers.

After a close reading and a few changes the survey design was approved.

MOTION: The Survey Research Center design is approved for pretesting after certain changes are made. Seconded and carried.

Ms. Coleman said that information from pretesting should be available by the end of the month. Members agreed that the next task, after pretesting, is to write a RFP (request for proposal) for the contract to execute the survey.

Esteves announced a meeting on cable consumer complaints to be held in Oakland on October 3rd. He provided details and said that all are welcome to attend.

THE RETREAT REPORT -- ACCESS GOALS AND OBJECTIVES

The Chair (Engel) distributed the proposed budgets that accompany the six page report. The budgets include the yield from the 0.2% of Viacom's gross revenue and also the budget based on a donation by Viacom. Of Viacom's $25k donation $700 has been spent on the retreat.

Singsen reported on his experience at the NATOA convention and recommended the hiring of a consultant to work on access. A discussion ensued as to whether the CTPC should present a budget which informed the Board how Viacom's donation is spent. The consensus was that the Board will be informed as to the total plan. The retreat material will provide the background policy; and the $30,000 budget will be specific.

The Committee discussed the method by which persons hired to develop access would be employed. It was agreed to investigate some non-profit organizations to determine whether they are willing to act as fiscal agent. Esteves said that he will contact Friends of the Library and BAVAC. Singsen said that he would asked the Public Media Center if it would act as a fiscal agent. It was recommended that a CTPC personnel committee be formed.

The Chair said that she wants to receive committee members response to the plan by October 12th so that the proposal can be distributed to the CTPC for approval. The Chair stressed the need for a formal motion after the involved subcommittee chairs write line item budgets for the access plan.

General agreement was expressed to the effect that, in the third week of October, the Committee would attempt to discuss the plan with Supervisor Doris Ward, Chair of the Culture and Recreation Committee in order to calendar the item for the Culture and Recreation Committee meeting which will be held on November 1st.

VIACOM REPORT

Sue Levitin said that a company release on the cable ready tv set issue is pending. She said that she has discussed the problem with Supervisor Molinari and that he is aware of action to date on the matter.

Levitin said that the Committee's tour of Viacom will be rescheduled; possibly to October 18th.

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MINUTES OF THE MEETING OF NOVEMBER 5, 1984

CALL TO ORDER AND ROLL CALL

The Chair (Engel) called the meeting to order at 3:25 p.m. at the Committee's office at 1182 Market Street.

Members present: Bonnie Engel, Roberto Esteves, Cary Fong, Hal Layer, Levitin and Michael Singsen

Members absent: Rhonda Abrams and George Kelsey. The ninth seat is vacant.

Staff: Dick Hoss

ADOPTION OF THE AGENDA AND APPROVAL OF THE MINUTES

The Committee agreed to the proposed agenda and approved the October 1st minutes.

REPORT FROM THE STAFF

Dick Hoss described the Board of Supervisors' process for legislation by resolution rather than by ordinance. He said that no second reading is required; that if the Committee on Culture and Recreation approves the plan and budget for access development and programming funds, the full Board will vote on the measure one time only, probably on December 17th. The resolution will then go to the Mayor who has ten days to sign or veto the resolution.

Hoss reported that the President has signed HR 4103. He said that he will do a mailing on the subject when he gets a clean copy of the bill which he has in tabloid form. He said that cities lose their power to regulate rates after two years.

Hoss reported that the NFLCP Far West Regional Conference will be held on Santa Ana on December 8th and that he needs to know who is going because of the time involved in getting a travel advance.

Hoss reminded the Committee that the terms of Engel, Layer, and Levitin expire on January 31, 1985; and that the Judy Robinson term also terminates then.

Hoss said that, ordinarily, it would be timely to get reappointment requests to the Board of Supervisors' Rules Committee for consideration at the November meeting but that the Rules Committee will not meet on November 22nd because that it is a holiday. He said that the Committee rather abruptly rescheduled for November 8th and that it is too late to be calendared for that meeting.

The consensus was that those members interested in being reappointed should contact the Clerk of the Board in time to be included on the agenda for December 20th Rules Committee meeting.

MOTION: The CTPC endorses Hal Layer and Sue Levitin for reappointment. Seconded and carried.

Bonnie Engel is not a candidate for reappointment because she is leaving the City. Judith Robinson resigned in September.

REPORT BY THE CHAIR

The Chair (Engel) announced that although she is leaving the City, she will continue as chair until the end of her term.

The Chair introduced the Annual Report as a topic and said that she wants to scale it down, this year, to about 10 to 15 pages. The Committee agreed to present drafts in December with a final version to be published in January. The Chair asked subcommittee chairs to write outlines of their sections and give them to Hoss by the end of the week.

The three-year access plan will be emphasized in the report and the past minutes, the rate increase documents and recent federal legislation will be major sources of information for the report. Singsen agreed to write sections on legislation, public access and the access plan.

Singsen said that he has difficulty getting away during the workday and requested a later CTPC monthly meeting time. The Committee agreed that the December 1984 and January 1985 meetings will begin at 5:00 p.m. The regular meeting time will be reconsidered after the new members have joined the Committee.

THE FIRST ANNUAL ACCESS PLAN AND BUDGET

The access plan and budget were the main topic of the meeting. The Board of Supervisors' Committee on Culture and Recreation will meet on December 6th to consider a resolution approving the CTPC's access plan and budget.

The Committee's access policy goals from the retreat were corrected to read:

Point 1 of the goals referred to maximizing the franchise tax proceeds spent on access development. It was agreed that the CTPC meant "funds" rather than tax proceeds.

Point 4 of the goals read to the effect that the CTPC should suggest priorities for the use of time. It was agreed that the Committee meant that it should suggest priorities for the assignment of time on the public access channel among educational, municipal and public access users until 1988 when additional channels will be available.

Point 6 of the goals read to the effect that the CTPC should establish classifications of access funds. It was agreed that the Committee meant that it should develop a plan to administer the three channels; possibly through newly created organization(s).

MOTION: The CTPC approved the policy goals on pp. 1 and 2 of the "Goals, Objectives and Budgets" retreat report dated 10/1/84 as amended on points 1, 4, and 6. Seconded and carried.

Educational Access

Educational Access, the first access area set forth in the report was discussed in detail. A member of the public asked Layer if it is true that Channel 35 is not, in fact, an educational channel but a mere adjunct of the SFSU Library. Layer said that Channel 35 is an educational channel; and described the relationship of the broadcasting school, the public affairs office, and other SFSU divisions to Channel 35.

Layer asked permission to substitute his two page draft for the printed material on educational access.

MOTION: The CTPC moved to adopt the goals and objectives for educational access as amended by the Layer document. Seconded and carried.

Layer presented a letter which he requested be sent to the City College and to the SFUSD advising them of the potential for cable access.

Esteves requested that the letter be tabled until January.

Municipal Access

The goals and objectives for municipal access were discussed. Esteves requested that he be allowed to clarify the word "journal" in point 6 of the municipal objectives. He said that he recommends a magazine format monthly municipal tv program and not an electronic journal.

MOTION: The CTPC accepts the municipal services section as amended. Seconded and carried.

Public Access/Community Video

The Public Access/Community Video goals were taken up next. A discussion ensued in which members of the public, serving as subcommittee members, objected to the absence of funding for production of programs.

Julia Miller, a member of the public serving on the Public Access Subcommittee requested that the minutes show her objection to the public access budget. The Chair said that they would be included.

The job description for "Community Organizer" which is part of the Public Access package was discussed. It was agreed that a section 9b. would be included to the effect that the organizer would assist in development of the non-profit entity and the creation of its board.

MOTION: The CTPC adopts the Public Access section as amended. Seconded and carried.

The matter of fiscal year budgets versus annual year budgets was discussed. The consensus was that the portion of the package financed from the .2% allocation will be on a fiscal year basis, ending on June 30, 1985; and that the portion financed from the Viacom match will be on a calendar year basis.

Financial authorization procedures for expenditure of funds held by Viacom were discussed. Sue Levitin stressed the importance to Viacom of having the persons holding specific positions in CTPC being designated as the authorized signatories for release of funds; and of having that arrangement described in the CTPC minutes and in the Board of Supervisors' resolution.

Esteves suggested that the new staff be required to make monthly budget reports. The Committee agreed to this suggestion and also agreed that the .2% budget will henceforth be referred to as the "access programming and development funds."

MOTION: The disbursement of funds by Viacom shall be in accordance with the budget approved by the CTPC and by the Board of Supervisors by resolution; and shall be in the form of invoices authorized by the signatures of the Chair of the Citizens' Telecommunications Policy Committee and the Chair of the CTPC Subcommittee which oversees the access activity on which the funds are to be expended. Seconded and carried.

THE CONSUMER SERVICES SUBCOMMITTEE

Esteves (Chair) said that he plans on getting the survey results in time for presentation at the next monthly meeting; and if possible, will mail them before the meeting.

ANCILLARY SERVICES SUBCOMMITTEE

Layer (Chair) said that he contacted an engineering firm which needs a statement of technical requirements from the CTPC for signal testing. Sue Levitin offered to make the FCC report on Viacom's San Francisco signals available to the Committee.

VIACOM REPORT

Sue Levitin presented Viacom's third quarter construction report and also the third quarter complaint report.

She also provided a letter by Merle Mason answering the letter from Friends of Public Access about the operations of Channel 25.

Levitin reported that Channel 25 will soon be broadcasting a program presented by Mr. Tom Metzger of the Ku Klux Klan. She said that the program: "Race and Reason" is likely to be the subject of many complaints.

The CTPC reviewed the FCC criteria for refusing broadcast time to applicants. The access station may refuse time to a lotteries; presentations of obscene materials; advertising; or endorsements of political candidate. The consensus was that the best response to Mr. Metzger is counter-programming.

OLD BUSINESS

No old business was pending.

NEW BUSINESS

Esteves suggested that the Committee discuss recruiting new members with an emphasis on persons interested in educational access or on survey design.

Engel asked that the NATOA items recommended in George Kelsey's NATOA report be purchased.

ADJOURNMENT

The Committee calendared its next monthly meeting for Monday, December 3rd. The Committee will meet a 5:00 p.m. at the CTPC office at 1182 Market Street, a departure from its established meeting time.

The Committee adjourned at 7:23 p.m.

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CITY AND COUNTY OF SAN FRANCISCO

TELECOMMUNICATIONS POLICY COMMITTEE

1182 MARKET STREET, SAN FRANCISCO 94102 • TELEPHONE 558-3179

A Citizen's Committee Appointed by the Board of Supervisors

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MINUTES OF THE MEETING OF DECEMBER 3, 1984

CALL TO ORDER AND ROLL CALL

The Chair (Engel) called the meeting to order at 5:15 p.m. at the Committee's office at 1182 Market Street.

Members present: Rhonda Abrams, Bonnie Engel, Roberto Esteves, Cary Fong, George Kelsey, Hal Layer, Sue Levitin and Michael Singsen. The ninth seat is vacant due to a resignation.

Staff: Dick Hoss

ADOPTION OF THE AGENDA AND APPROVAL OF THE MINUTES

The Committee agreed to the proposed agenda and approved the November 5th minutes with Hal Layer's correction of the section on page 3 which quoted him as saying that Channel 35 is an educational channel. Layer pointed out that Channel 35 is a channel of the State University System and is not the educational access channel decreed in the City's franchise.

CONSUMER SERVICES SUBCOMMITTEE

A Report on the Design of the Survey and the Request for Proposals to Conduct It

Roberto Esteves, the subcommittee chair, set the survey as a special order of business to commence fifteen minutes after the Call to Order and to extend an hour.

Esteves reported on final developments in the preparation of the survey instrument and described some minor changes in format which were proposed after the survey instrument was approved in November. The Committee discussed proposed changes and agreed that the instrument should incorporate them.

Esteves also reported on the results of pre-testing. He said that a 50% completion rate was achieved in attempting to contact subscribers but the final survey completion rate will be 70%. Of thirty former subscribers, seven answered the survey. The SRC encountered language difficulties on three calls. The non-subscriber group proved nearly impossible to reach in a statistically valid sample without inordinate cost. Esteves asked for an estimate of cost to reach non-subscribers for a later survey.

The survey as now designed is not computer assisted.

Arrival of the Survey Research Center Staff

The staff of the SRC at UC Berkeley were scheduled for half an hour after the Esteves presentation. Ms. Charlotte Coleman and Dr. Selma Monsky joined the Committee as did Scott Pimley, graduate research assistant.

A discussion ensued about the sample size. Selma Monsky explained that the sample size is tailored to fit the Committee's $30,000 budget for execution of the survey.

Charlotte Coleman said that completion of interviews of subscribers took an average of 30 minutes; and former subscribers 12 minutes. Dr. Monsky responded to a question about including some non-subscribers/never subscribers by saying that inclusion of a few interviews would be non-comparable to the larger samples of subscribers and former subscribers. Esteves asked for an estimate of the cost of tacking on a suitably sized sample of this group. Monsky said that she did not have definite information but thought that the cost would approximate $20k.

MOTION: The CTPC approved the 1984-85 survey design to include subscribers and former subscribers only. Seconded and carried. Michael Singsen abstained.

MOTION: The CTPC agreed to incorporate a request for funds to survey non-subscribers into its FY1985-86 budget. Seconded and carried.

Dr. Monsky said that she should have the Request for Proposal prepared by next week.

Esteves said that when he receives the RFP, he will convene the Consumer Services Subcommittee to discuss the RFP draft.

REPORT FROM THE STAFF

Dick Hoss described the contents of the red plastic folders. He said that the enclosed copy of S. 66 was the latest and cleanest version available; and that the enclosed articles present a balanced view. One article was from the NATOA newsletter and the other was a magazine article by the head of the NCTA.

Hoss introduced Lois Scott, who is a City Planning Department representative on the Municipal Services Subcommittee. He said that she may be an applicant for one of the CTPC vacancies.

Hoss said that he had heard a radio announcement that an appellate court had made a decision concerning the tax levied on a cable company by the City of Alameda.

REPORT BY THE CHAIR

The Chair (Engel) announced that she places strong emphasis on completing the Annual Report on time. She said that she welcomes suggestions concerning format or additional contents.

Rhonda Abrams offered to do the section concerning the rate increase.

Sue Levitin said that parts of the Viacom section include information which may not be readily available by the January 1985 deadline.

Hoss was assigned to assemble the section on consumer complaints.

Singsen said that the report should include a reference to the December 1, 1985 window and preparation of a proposal to be presented at that time.

The Chair (Engel) asked Kelsey to work with Singsen in preparing the public access section. Kelsey agreed to do so.

Abrams said that she will be abroad in January 1985 but will return on January 21st. She asked that the meeting be calendared for a date in January which follows her return. The consensus was that the CTPC had to meet earlier in the month due to required work on the annual report and on the budget for FY 1985-86.

Abrams asked that the discussion of the Ku Klux Klan programming be put over until her return. This would be the February meeting.

The Chair reminded the Committee that its 0.2% access allocation is calendared by the Committee on Culture and Recreation for December 6th at 2:00 p.m. She urged members to attend if possible.

The Chair described a meeting which she and Singsen had with Supervisor Nancy Walker concerning the 0.2% access allocation. The Chair said that she found Supervisor Walker to be generally supportive of the allocation of cable franchise tax proceeds to use for access.

The Chair said that she and Hoss met with Mr. Merlin Zimerly, an employee of the budget analyst. Mr. Zimerly will be at the December 6th meeting when the Committee on Culture and Recreation considers the 0.2% funding proposal. She said that Zimerly seemed satisfied with the CTPC response to his questions and that she did not expect opposition by the budget analyst.

MUNICIPAL SERVICES SUBCOMMITTEE

Esteves (Chair) described a meeting held at 4:00 p.m. on November 30th. He said that the subcommittee reviewed the final access plan, to be presented on December 6th at the Supervisors' Committee on Culture and Recreation. The Municipal Services Subcommittee is establishing a search committee for the employee who will be supported by access funds.

PUBLIC ACCESS SUBCOMMITTEE

Michael Singsen described the planned presentation by Sue Buske who is scheduled to appear at various CTPC meetings on December 10th.

A discussion ensued as to whether or not the CTPC might gain an advantage by having Ms. Buske appear at a later time. The consensus was that the Committee would defer to Singsen's judgement and proceed with the plan for December 10th.

The CTPC discussed the access coordinator job which will be funded from the Viacom match. Abrams asked who has the final say on who is hired. It was agreed that the access subcommittee members will interview applicants. However, the CTPC will establish a personnel subcommittee to review and approve the final selection.

The Committee discussed the most efficient method of authorizing disbursement of access funds by Viacom.

MOTION: The CTPC requires that the hiring of the persons funded by the access allocation be approved by the CTPC; and that expenditures from the access fund which exceed $250 are also subject to CTPC approval. Seconded and carried.

Singsen proposed an amendment to the effect that subcommittee chairs be empowered to get authorization for expenditure by conducting telephone polls but the amendment was not adopted.

MOTION: The CTPC approves the expenditure of a $400 fee plus travel expenses from Sacramento to pay Sue Miller Buske, the executive director of NFLCP, to come to San Francisco on December 10th to attend various meetings concerning public access. Seconded and carried.

Singsen announced that three meetings will occur; (1) Ms. Buske and the CTPC; (2) an access subcommittee meeting; and (3) a public forum for comments by the public.

Singsen referred back to the CTPC's adoption of the access package to be heard by the Board of Supervisors' Committee meeting on December 6th. He said that some of the people active in access are dissatisfied with how major CTPC decisions are arrived at. He referred to the telephone polling which preceded the November meeting.

Esteves said that the complaints should be referred to the Policy Committee. A discussion ensued as to when this would occur. The CTPC agreed that the Policy Committee will meet on Monday, December 17th at 4:00 p.m. The meeting will be held at 1182 Market Street.

ANCILLARY SERVICES SUBCOMMITTEE

Layer (Chair) has contacted an engineering firm that will produce a technical profile for signal testing. Viacom will provide the requested "string map." The CTPC will receive a proposal for testing now and also after the new system is activated.

VIACOM REPORT

Sue Levitin reported that persons objecting to the Ku Klux Klan program: "Race and Reason" had been picketing Viacom. She asked that Sue Buske be alerted to this development since some of the meetings will be in the same building as Channel 25.

Levitin said that she has discussed the KKK programming with the Mayor's Intergroup Clearing House and that the group was quite concerned about the situation. Kelsey reaffirmed the need for effective counter programming.

Levitin said that Italian and Chinese language programming will moved from cable channel 26 to another channel, probably taking time on the stock ticker cable channel 22 during the evening hours. This is because Channel 26 has expanded its basic programming.

Esteves asked Levitin if Viacom's periodically updates its channel identification cards and distributes them to subscribers. Levitin said that she will check on it.

NEW BUSINESS

Julia Miller, a public member of the Public Access Subcommittee asked if the CTPC could sponsor her attendance at the NFLCP regional conference in Santa Ana. Hoss said that the Controller will only approve of expenditures by/for persons who were appointed by the Board of Supervisors.

ADJOURNMENT

The Committee calendared its next monthly meeting for Monday, January 7, 1985.

The Committee will meet at **5:00 p.m.** at the CTPC office at 1182 Market Street

This is a departure from its traditional meeting time.

The Committee adjourned at 8:00 p.m.

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CITY AND COUNTY OF SAN FRANCISCO

TELECOMMUNICATIONS POLICY COMMITTEE

1182 MARKET STREET, SAN FRANCISCO 94102 · TELEPHONE 558-3179

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MINUTES OF THE MEETING OF JANUARY 7, 1985

CALL TO ORDER AND ROLL CALL

The Chair (Engel) called the meeting to order at 5:11 p.m. at the Committee's office at 1182 Market Street.

Members present: Bonnie Engel, Roberto Esteves, George Kelsey, Hal Layer, Sue Levitin and Michael Singsen.

Members absent: Rhonda Abrams and Cary Fong. The ninth seat is vacant due to a resignation.

Staff: Dick Hoss

ADOPTION OF THE AGENDA AND APPROVAL OF THE MINUTES

The Committee agreed to the proposed agenda and approved the December 3rd minutes as mailed.

REPORT FROM THE STAFF

Dick Hoss reported that the Board of Supervisors' Rules Committee will meet on January 29th, at 2:00 p.m. The CTPC's four vacancies will be considered at that time. The CTPC has recommended the reappointments of Hal Layer and Sue Levitin. Two other terms will be filled from the outside because Judy Robinson resigned and Bonnie Engel did not apply for reappointment.

Discussion ensued about the type of expertise that would be most valuable in a new board member. The racial composition of the group was also discussed.

In addition, the CTPC's FY 1984-85 budget will be reviewed as part of the Board's budget at the Rules Committee hearing on January 29th. Because of the shortness of time, a draft 1985-86 budget will be circulated by mail to the CTPC for review before January 29th.

Hoss proposed doubling the $3,000 travel allowance because the Board now allows more than one person to attend a conference. Wide support was expressed for the concept that each member will be able to attend an event.

Two new budget line items were approved as follows:

MOTION: The CTPC shall request the funding of a study to determine the technical capability of the City's existing microwave system and its impact on the development of telecommunications policy. Amended to include information about the City's computer systems. Seconded and carried.

MOTION: The CTPC shall request the funding of a survey of cable non-subscribers at a cost of approximately $20,000. Seconded and carried.

The Chair announced that Hoss and Esteves will confer on the final form of the budget and get back to the Committee members in ten days.

Hoss raised the question of $3,000 presently budgeted for consultation. He said that the reason for including

the $3,000 was an earlier interest in refinements of the audit of Viacom. Hoss said that he recently asked the budget analyst whether or not an audit is likely to disclose that Viacom is underpaying its gross receipts tax. The answer was that an audit would not disclose an underpayment of taxes.

Hoss raised the possibility of using the $3,000 to purchase the services of a mailing service and also to commence some microwave studies. Some members expressed an interest in a proposal by the Computer Alliance to do mailings to community groups.

Hoss passed out copies of a California Department of Consumer Affairs publication entitled "Rates for Basic Cable Television Service in California." He said that the survey is required by the California cable rate deregulation statute and that as a result, the rate of return was a 95 percent non-random sample. The report includes forty-five cable systems that have discounts off basic service rates to senior citizens, low income persons, and disabled or other qualified consumers.

Hoss concluded the staff report by asking for the formation of a Personnel Subcommittee. He said that the funding of two positions from the 0.2% access allocation has lead to the assumption that additional people will move into Room 421; and that he anticipates a need for clarification of many details.

MOTION: The CTPC will form an executive committee consisting of the Chair, the Vice Chair and a third committee member appointed by the Chair to handle personnel matters in addition to executive matters. The CTPC staff will sit on the committee as an ex-officio member. Seconded and carried.

Hoss said that during the next six weeks, he has a heavy workload and would like guidance as to where the CTPC's priorities lie.

The consensus was that the CTPC's work priorities are in the following order: the budget proposal; the annual report; the RFP for the survey; and support for the effort to fill the two access positions.

Esteves distributed copies of a report on his attendance at the NFLCP Far West Regional Conference at Santa Ana College and his trip to Torrance to observe the performance of municipal services by cable. He said that one result of HR 4103 is that equipment provided by cable companies for the use of the community is not deductible from the franchise tax fee.

Esteves said that his visit to Torrance has convinced him that the best way to introduce use of cable into municipal service is to develop a model.

REPORT BY THE CHAIR

The Chair opened a discussion of nominations for the new terms of office of the CTPC's Chair and Vice Chair.

MOTION: The CTPC will establish the office of Treasurer. Seconded and carried.

Esteves was nominated to serve as Chair; Kelsey as Vice Chair; and Cary Fong as Treasurer.

A consensus developed that nominations will open now but remain open until the next meeting when the vote will be taken. The Chair asked members to please phone the office to make additional nominations.

The Annual Report

The Chair reminded the Committee that the annual report is due and asked members to forward their sections to Hoss.

CONSUMER SERVICES SUBCOMMITTEE

Copies of the Request for Proposal (RFP) draft and the revised questionnaire (dated 12/12/84) were distributed. Esteves said that the RFP requires much refinement; that he and Hoss will work on it; and that he will hold a meeting before the RFP is published.

MUNICIPAL SERVICES SUBCOMMITTEE

Hoss described a national survey which the CTPC is conducting to learn the extent to which cable is used in municipal services. He said that he is getting good returns on the NATOA list.

Esteves reported on his response to Supervisor Nancy Walker's question about cablecasting the Board of Supervisors' proceedings. He said that he will present Supervisor Walker with a resolution which she may introduce if she wishes. The resolution would put the Board on record as requesting the service. Supervisor Walker also requested a report on access development in June of 1985.

Esteves reported on the recruiting of a Municipal Cable Coordinator to be funded from the 0.2% access funds. He said that he will soon advertise the job locally and through the NFLCP and NATOA networks. A committee will review job applicants. Esteves announced that the Municipal Services Subcommittee will meet on January 11th in the CTPC office. The meeting will be at 10 a.m.

PUBLIC ACCESS SUBCOMMITTEE

Michael Singsen, Chair, reported progress on the search for an access organizer.

Singsen then responded to a question regarding the role which non-CTPC members play when they serve on CTPC subcommittees. The matter was referred to the Policy Subcommittee and its recommendations will be considered at the February meeting.

Sue Buske, the executive director of NFLCP, consulted with the CTPC and the public at three meetings on December 10th. Singsen expressed satisfaction with the two public meetings. He said that the issue of the KKK program: "Race and Reason" was aired to some extent but not resolved. Portions of the meetings were taped for later showing on Channel 25.

ANCILLARY SERVICES SUBCOMMITTEE

Layer (Chair) reported that he attended the Western Cable Show. He distributed copies of a special edition of "Channels" which consists of a 1985 field guide to the electronic media.

Layer said that Mr. Aurbrey Harris, an engineer, has outlined a three phase proposal to conduct signal testing. Phase one is the design profile and procedures and will cost $650. Mr. Harris suggests that an independent engineer conduct phase two, an audit based on the profile. The cost would be $2,000 to $4,000 if all of Viacom's 400 amplifiers are checked. Mr. Harris would then interpret the results for a fee of $700.

Viacom's FCC report will be available to the engineers.

Hoss will investigate the process for hiring the technical consultants and subcontractors for phase two.

MOTION: The CTPC authorizes up to $5,600 to be encumbered for a technical audit of Viacom's cable system as recommended by the Ancillary Services Subcommittee.

VIACOM REPORT

Sue Levitin reported on construction of the second Channel 6 facility at the Far West Laboratory site. She said that construction is on schedule and that the air conditioning equipment is due to arrive this week. Channel 25's hours can be expanded when the cooling problem is resolved.

New guidelines for the use of Channels 6 and 25 are now under legal review. They require local sponsorship for access programs. Singsen requested copies for Public Access Subcommittee consideration. He suggested that the CTPC be included in Viacom mailings to users and subscribers, especially information about access or service changes. Ms. Levitin said the "Race and Reason" programming had prompted the quick action to tighten access rules.

Levitin reported that pending City legislation impinges on construction progress. The Board's Public Works Committee is considering a moratorium which limits the intervals at which a street surface can be cut.

Levitin reported that Viacom has donated thirty cable connections and basic service subscriptions to the Shanti project, a care program for persons affected by AIDS. Viacom has provided hookups at several sites, including connections with remote control in each bedroom.

OLD BUSINESS

The number of members on the CTPC was discussed. A proposal to expand the size of the Committee to eleven members was tabled in 1984 by the Board of Supervisors' Committee on Culture and Recreation. The issue of the size of the Committee was referred to the Policy Subcommittee.

NEW BUSINESS

George Kelsey reported that a former CTPC member, Rick Tejada-Flores, is a candidate for manager of KALW, the school district's FM radio station. Unfortunately, no effective endorsement can be made because the appointment will be made tomorrow night (January 8th).

Kelsey raised the matter of the managed mailing list referred to in the staff report. Kelsey and Singsen will review the Computer Alliance's proposal and make a recommendation in February.

Singsen announced that the Public Access Subcommittee will meet on January 16th at 5:00 p.m.

ADJOURNMENT

The Committee calendared its next monthly meeting for Monday, February 11, 1985.

The Committee will meet at **4:00 p.m.** at the CTPC office at 1182 Market Street.

The Committee adjourned at 8:15 p.m.

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CITY AND COUNTY OF SAN FRANCISCO

TELECOMMUNICATIONS POLICY COMMITTEE

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MINUTES OF THE MEETING OF FEBRUARY 11, 1985

CALL TO ORDER AND ROLL CALL

The Immediate Past Chair (Engel) called the meeting to order at 4:00 p.m. at the Committee's office at 1182 Market Street.

Members present: Rhonda Abrams, Gwen Dilworth-Battle, Roberto Esteves, Cary Fong, George Kelsey, Hal Layer, Sue Levitin, Emily Pike and Michael Singsen.

Members absent: None

Staff: Dick Hoss

ADOPTION OF THE AGENDA AND APPROVAL OF THE MINUTES

The Committee agreed to the proposed agenda and approved the January 7th minutes as mailed.

REPORT FROM THE STAFF

Dick Hoss reported that the Rules Committee, on January 29th, approved a CTPC budget amounting to $98,058. He said that this is the proposed budget which was mailed to Committee members earlier in the month.

MOTION: The CTPC approves the Fiscal Year 1985-86 budget as presented. Seconded and carried.

Hoss reported on the results of a national mailing of the job announcements for Public Access Community Organizer and for Municipal Cable Communications Coordinator.

He said that announcements were mailing to approximately 700 persons and that the response was quite rewarding.

Hoss announced that the recently formed Cable TV Administrators Network will meet on February 28th in Hayward. The topic is refranchising and related issues. He said that he is going and can take any interested Committee member with him.

REPORT BY THE CHAIR

Election of Officers

Bonnie Engel, the acting Chair, reminded Committee members that nominations were opened on January 7th; that one person was nominated for each office; that nominations were held open; and that Committee members were asked to contact the office if they wanted to nominate additional candidates. No additional nominations were made.

MOTION: The CTPC elects the previously nominated slate of Roberto Esteves for Chair, George Kelsey for Vice Chair and Cary Fong for Treasurer; and that the election be by acclamation. Seconded and carried.

The Annual Report

The Chair reminded the Committee that the annual report is overdue and asked members who have not done so to forward their sections to Hoss. She stressed the importance of having a completed report by the time the

CTPC's budget comes back from the Mayor and goes to the Finance Committee.

Bonnie Engel handed the gavel over to Roberto Esteves who served as Chair for the remainder of the meeting.

POLICY SUBCOMMITTEE REPORT

Rhonda Abrams, Chair, distributed typed minutes of a Policy Subcommittee meeting which was held on February 7th.

The minutes are attached as Exhibit A and incorporated by reference into these minutes

Abrams reported a consensus that the CTPC should take no action on a suggestion that the number of members on the Committee be expanded.

The role of non-CTPC members and public participation considered at the subcommittee meeting. Abrams reported that there was unanimity that CTPC members be the only voting members of subcommittees.

MOTION: Each CTPC subcommittee shall contain three CTPC members appointed by the Chair. These members are the only voting members of the subcommittee. Advisory panels may be established for the Education, Municipal and Public Access Subcommittees. All Subcommittees may hold public hearings as necessary.

After public hearings, the subcommittee chairs will report the decisions arrived at, with an account of the arguments for and against decisions, to the full CTPC.

Otherwise, there will be no public testimony at CTPC meetings on issues not heard at the subcommittee level. Each CTPC member will serve on two committees. Seconded and carried.

Abrams reported on the Policy Subcommittee's response to racist programming on Channel 25. The subcommittee recommended writing some language into the cable franchise which prohibits racist programming on the public access channel. Abrams volunteered to work with Anti-Defamation League attorneys to draft appropriate language in time for consideration at the March meeting.

The Chair then opened the topic for discussion and George Kelsey distributed copies of a resolution requesting that Viacom take whatever steps are necessary to remove the program "Race and Reason" from all cable channels which are originated by Viacom.

The Chair referred the resolution to the Policy Subcommittee. Abrams said that she will give a copy of Kelsey's resolution to her lawyers and return in March with a draft which can be discussed with the City Attorney.

An Additional Report from the Chair

Bonnie Engel made the initial report by the Chair and conducted the election. She then handed the gavel to the incoming Chair, Roberto Esteves, who made his own report at this time.

Esteves displayed a diagram of a proposed subcommittee structure. He recommended that the CTPC have three access subcommittees: education, municipal and public access.

He also suggested an Executive and Personnel Subcommittee; a Policy Subcommittee which will include consideration of legal issues; and a Consumer Services and Ascertainment Subcommittee.

Esteves said that the Services and Ascertainment Subcommittee's scope includes merging the activities of the Ancillary Services and the Consumer Services Subcommittees.

Projects will include approval of the design of the second portion of the survey (non-subscribers), technical testing, non-video services, and the microwave study.

Esteves said that consumer complaints/customer service will be handled by the staff and that the Policy Subcommittee will consider policy issues which result from a study of complaints, the wiring plan and other franchise related policy problems.

The Chair concluded by saying that he will contact members about subcommittee objectives for 1985 and will set realistic goals. Members were urged to volunteer for subcommittees but the Chair will make appointments as needed in the absence of volunteers.

CONSUMER SERVICES SUBCOMMITTEE

Esteves, Chair, called on Hoss for an estimate of when the Request for Proposal (RFP) for the survey will go to the City Purchaser.

Hoss suggested February 25th as a deadline. He said that the City's bidding process and contractual work takes several months to complete.

Michael Singsen volunteered to serve on the Services and Ascertain Subcommittee and will look at the RFP draft before it goes to the City Purchaser.

MUNICIPAL SERVICES SUBCOMMITTEE

Esteves reported that the subcommittee's January meeting consisted of a discussion of how to screen applicants for the Municipal Cable Communications Coordinator position. He invited Sue Levitin to join the process established for interviewing candidates.

Esteves said that the Friends of the Public Library will serve as fiscal agent to employ the Municipal Cable Communications Coordinator and that he wanted to avoid slow processing of a large number of invoices.

MOTION: Viacom will pay the Municipal Cable Communications Coordinator portion of the 0.2% access funding over to the Friends of the Library, as needed. Friends of the Library is recognized as the fiscal agent for that portion of the access program. Seconded and carried.

Another access issue is the potential for cablecasting proceedings of boards and committees. Esteves reported that Supervisor Nancy Walker introduced a resolution, on February 4th, approving the wiring of the Board of Supervisors Chambers and Committee Hearing Room with the capacity for cablecasting meetings.

He said that the resolution will probably be referred to the Board's Committee on Culture and Recreation although it may go to the Rules Committee.

MOTION: The CTPC endorses the resolution approving the wiring of the Board of Supervisors Chambers and Committee Hearing Room with the capacity for cablecasting meetings with the recommendation that an additional "Whereas" clause be included to state that the wiring need not be put into immediate use. Seconded and carried.

PUBLIC ACCESS SUBCOMMITTEE

Michael Singsen, Chair, reported that the subcommittee will soon interview applicants for the Public Access Community Organizer position. He said that the interview panel will consist of the three subcommittee members, one yet to be appointed, and that Merle Mason, manager of Channel 25, is welcome to attend as an observer.

ANCILLARY SERVICES SUBCOMMITTEE

Layer brought up the matter of signal testing. Mr. Aubrey Harris, an electronic and electrical engineer, has proposed testing the cable system and evaluating its operational characteristics for a fee which is provided for in the budget. Mr. Harris' proposal was mailed to members. A discussion ensued as to whether Mr. Harris three page letter was explicit enough to serve as the basis of an RFP. The desirability of awarding a sole source contract for the work was also discussed.

MOTION: The CTPC assigns Layer and Hoss to prepare a Request for Proposal to be presented to the City Purchaser. Seconded and carried.

VIACOM REPORT

Sue Levitin reported that Viacom has had continuing discussions with the Unified School District concerning the details of a homework help show which may be cablecast on Tuesdays and Thursdays.

Levitin said that the air conditioning for Channels 6 and 25 was turned on today (ie. February 11th).

She invited the CTPC's new members to go on a tour of Viacom including an installation job.

Levitin provided a copy of Viacom's fourth quarter report for 1984 on the construction of the cable system. She said that the Lakeshore Acres West wiring district was recently switched on in areas where easements were granted for access to rear property poles; and that partial service will be available this month in the Outer Sunset wiring district. Final completion in the Outer Sunset will be 45 days after the last pole application is received.

She provided a copy of Viacom's fourth quarter report for 1984 on specially referred complaints received from consumer protection sources and from governmental agencies and elected officials. She said that the report shows a dramatic drop in complaints.

Levitin reported that rates on some of the entertainment packages will increase on March 1st and that she will notify the CTPC office.

She showed a segmented mailer or advertising device directed to persons moving into a new home.

Levitin announced that the Nashville Network on Channel 19 will be dropped on February 27th and replaced by the "Arts and Entertainment" programming.

A discussion ensued as to how Viacom's special rate for Senior Citizens on SSI was being promoted. Singsen asked how many people have signed up for the reduced rate and whether it is possible to enclose a notice of the SSI rate in other promotional material.

OLD BUSINESS

Singsen asked about the authorization for the $9,000 study of the City's microwave system which was included in the budget. The Chair read a resolution contained in the January 7th minutes which read as follows.

"MOTION: The CTPC shall request the funding of a study to determine the technical capability of the City's existing microwave system and its impact on the development of telecommunications policy. Amended to include information about the City's computer systems. Seconded and carried."

Cary Fong asked about the starting time of monthly meetings and referred to the time when a 5 o'clock starting time was considered.

The Chair said that he wants to limit meetings to two hours; that there seems to be a consensus that Monday is a good day; that the first Monday of the month is generally accepted with the possible exception of Monday holidays.

After some discussion of personal schedule conflicts, the consensus was that a 4 p.m. starting time is the preference of a majority of members.

NEW BUSINESS

Michael Spain, a producer, asked about the Policy Subcommittee's recommendation that monthly meeting time be allocated to major issues and that hearings be held at the subcommittee level and not repeated at a subsequent monthly meeting.

Abrams responded that the Policy Subcommittee recommended not duplicating subcommittee work at full CTPC meetings in order to make the CTPC meetings more efficient.

Spain raised the issue of the SFUSD's plan for a homework help program. He said that the program will cut into the amount of time available to access users and that he considered this to be a violation of the concept that Channel 25 is a public access station.

He asked about the amount of advance notice that the CTPC was given that a homework help program was in the works.

The Chair referred the question to the Policy Subcommittee.

ADJOURNMENT

The Committee calendared its next monthly meeting for Monday, March 11, 1985 and also scheduled a monthly meeting for April 1, 1985.

The Committee will meet at **4:00 p.m.** at the CTPC office at 1182 Market Street.

The Committee adjourned at 6:25 p.m.

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CITY AND COUNTY OF SAN FRANCISCO

TELECOMMUNICATIONS POLICY COMMITTEE

1182 MARKET STREET, SAN FRANCISCO 94102 · TELEPHONE 558-3179

A Citizen's Committee Appointed by the Board of Supervisors

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MINUTES OF THE MEETING OF MARCH 11, 1985

CALL TO ORDER AND ROLL CALL

The Chair (Esteves) called the meeting to order at 4:00 p.m. at the Committee's office at 1182 Market Street.

Members present: Rhonda Abrams, Gwen Dilworth-Battle, Roberto Esteves, Cary Fong, George Kelsey, Hal Layer, Sue Levitin, Emily Pike and Michael Singsen.

Members absent: None

Staff: Dick Hoss

ADOPTION OF THE AGENDA AND APPROVAL OF THE MINUTES

The Committee agreed to the proposed agenda and approved the February 11th minutes as mailed.

REPORT FROM THE STAFF

Dick Hoss reported that the Board of Supervisors' Committee on Culture and Recreation did not meet in March. Therefore, the resolution requiring that the Board's chamber and hearing room be wired for cable is still pending. Esteves said that he will contact Supervisor Walker concerning action required by the CTPC.

Hoss suggested that the Committee delegate the completion of the annual report to himself and the Chair with a completion date of March 25th. The consensus was that the report be so delegated.

Hoss reported on the letting of the contract for the survey of cable subscribers. He said that the City's requirement that some contracts be awarded to Womens' Business Enterprises and to Minority Business Enterprises is now a factor in awarding the contract. Hoss said that the CTPC is now free to seek a sole source vendor and not go through the Purchaser's process of advertising a request for proposal.

Hoss said that the red folder contains the four quarterly construction reports for 1984 stapled together. A discussion ensued about progress on wiring. The Chair assigned the topic of construction progress to the Policy Committee.

THE VIACOM REPORT

Sue Levitin reported on the recent increase in pay services (not regulated by the City).

Levitin reported on some staff work concerning racist broadcasting.

She reported on a public affairs program: "That's Politics" which includes spokespersons for the Democratic and Republican parties.

Singsen asked Levitin about Viacom's practice of including information in its mailers about the SSI and the Blind/Print Handicapped reduced rates; and for information on how many people have signed up for the reduced rates.

CONSUMER SERVICES AND ASCERTAINMENT

SUBCOMMITTEE REPORT

Layer had an article distributed which was entitled: "FCC Proposes New Rules on Signal Leakage, Quality; Set to Open EEO Proceeding."

A discussion ensued as to how the development affects the cable ready tv set issue.

MUNICIPAL SERVICES SUBCOMMITTEE

Esteves reported that the subcommittee will interview five candidates for the position of Municipal Cable Communications Coordinator and that he will present a nominee to the CTPC at its April meeting.

POLICY SUBCOMMITTEE REPORT

Rhonda Abrams, Chair, reported on the prospects of obtaining a franchise amendment prohibiting racist programming.

She reported the results of a discussion with an attorney who cited the recent federal cable act as prohibiting regulation of the content of programs.

Abrams said that an attorney is drafting proposed language but cautioned the CTPC that if it is enacted, a law suit will probably ensue.

Abrams invited the Committee to attend a Policy Committee meeting on March 25th, at which time the issue

will be more fully explored.

A discussion ensued about closed sessions and how the Brown Act affects the CTPC's activities. Abrams said that the Brown Act does not require discussions of the internal working of committees to be open to the public. She invited the public to the March 25th meeting.

PUBLIC ACCESS SUBCOMMITTEE

The Committee went into closed session to consider a personnel matter, the hiring of a Public Access Community Organizer.

Michael Singsen, Chair, reported that the subcommittee interviewed eleven candidates and then narrowed the field to five persons who were invited to come for a second interview and to submit a written plan of action.

He said that the subcommittee would present two candidates to the CTPC; Mr. Julio Ramirez and Ms. Andrea Torrice.

Singsen then proceeded to tell the committee why he nominated Ms. Torrice for the position.

George Kelsey gave his reasons for supporting Mr. Ramirez.

The candidates each came into a closed session with the CTPC, made short presentations and responded to questions.

After the candidates were interviewed, the consensus was that the Committee would put the voting over until the next day. Hoss was instructed to take a telephone poll, tally the results and include the name of the person selected in the March 11th minutes.

Ms. Andrea Torrice was selected as the result of a telephone poll which was completed on March 13th.

ADJOURNMENT

The Committee calendared its next monthly meeting for Monday, April 1, 1985.

The Committee adjourned at 6:47 p.m.

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CITY AND COUNTY OF SAN FRANCISCO

TELECOMMUNICATIONS POLICY COMMITTEE

1182 MARKET STREET, SAN FRANCISCO 94102 • TELEPHONE 558-3179

A Citizen's Committee Appointed by the Board of Supervisors

MINUTES OF THE MEETING OF APRIL 1, 1985

CALL TO ORDER AND ROLL CALL

The Chair (Esteves) called the meeting to order at 4:00 p.m. at the Committee's office at 1182 Market Street.

Members present: Rhonda Abrams, Gwen Dilworth-Battle, Roberto Esteves, Sue Levitin, Emily Pike and Michael Singsen

Members absent: Cary Fong, George Kelsey and Hal Layer

Staff: Dick Hoss

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CLOSED PERSONNEL SESSION

The Committee held a closed session to discuss contracting with a person to serve as Municipal Cable Communications Coordinator.

Ms. Connie Brand, the nominee, was interviewed. The meeting was reopened and Ms. Brand was introduced as the person selected for the Municipal Cable Communications Coordinator's contract.

MOTION: The CTPC will contract with Constance M. Brand to act as Municipal Cable Communications Coordinator. Seconded and carried.

ADOPTION OF THE AGENDA AND APPROVAL OF THE MINUTES

The Committee agreed to the proposed agenda and approved the March 11th minutes as written.

MOTION: Minutes of monthly meetings shall be received by Committee members no less than ten days prior to the next monthly meeting. Committee members shall receive agendas for monthly meetings no less than ten days in advance of such monthly meetings. Seconded and carried.

REPORT FROM THE STAFF

Dick Hoss noted that the red folders contain the current version of the proposed annual report. A discussion ensued as to whether or not editorial control of this draft could be delegated to the Chair and to the staff with Committee members phoning in comments prior to dissemination.

The Chair announced that, due to lack of consensus about delegating the task, the annual report will be held over until the May 6th meeting.

THE CHAIR'S REPORT

The Chair stressed the importance of agreeing on the contents of an annual report by May 6th.

THE VIACOM REPORT

Sue Levitin made the Viacom report which included a discussion of bill stuffers; the cablecasting of the Hagler-Hearns boxing match to customers with addressable boxes; and workshops at Channel 25 and its hours of operation.

Interest was expressed in the way in which Viacom interconnects with Gill Cable for such special events.

THE MUNICIPAL SERVICES SUBCOMMITTEE REPORT

The contracting for the services of a Municipal Cable Communications Coordinator is described elsewhere.

PUBLIC ACCESS SUBCOMMITTEE

The CTPC selected Ms. Andrea Torrice as the contractor to serve as Public Access Community Organizer by means of a telephone poll which was completed on March 13th.

The terms of Ms. Torrice's contract; the identity of the fiscal agent for the contract; and the relationship between those parties and the CTPC were discussed in detail.

MOTION: The CTPC approves the selection of Ms. Andrea Torrice as the contractor to act as Public Access Community Organizer. The CTPC approves the selection of the National Asian American Telecommunications Association as the fiscal agent for funds expended on the Public Access Community Organizer contract. Seconded and carried.

Singsen (Subcommittee Chair) asked why the $628 spent on the September 22nd retreat was deducted from the amount available for the Public Access Community Organization project.

Esteves (CTPC Chair) responded by citing a resolution adopted at the August 6, 1984 monthly meeting which authorized utilization of the funds required to conduct a retreat. He said that the Viacom donation was regarded as the sole source of funds at the time and that the retreat predated the planning of the Public Access organization project.

Viacom's arrangement with the SFUSD for the cablecasting of a homework program and its procedures for notifying the CTPC of shared use of Channel 25 time were discussed.

Singsen (Subcommittee Chair) asked the Chair to assign the notification issue to the Policy Committee for

discussion.

THE POLICY COMMITTEE

Rhonda Abrams (Chair) continued the discussion of the program "Race and Reason" by introducing Mr. Elliot L. Bien from the law firm of Bronson, Bronson and McKinnon. Mr. Bien, who donated his services, addressed the question of whether use of the public access channel can be denied in cases of highly objectionable programming.

The Committee discussed the matter at length and thanked Mr. Bien for his generosity in researching the matter for the CTPC.

A consensus developed that the CTPC would adopt a resolution on this topic but that further work remained to be done by the Policy Committee.

The Chair announced a Policy Committee meeting to be held on April 22nd at 2 pm in the CTPC office. The agenda will include a report on the wiring plan; a discussion of the shared use of channels; and how public input will be integrated into CTPC meetings in an orderly manner.

OLD BUSINESS

Singsen asked whether or not the "RFP" for the survey has been finalized. He was told that the Consumer Services and Ascertainment Subcommittee will soon finalize the terms under which the contract is let.

NEW BUSINESS

No new business was introduced.

ADJOURNMENT

The Committee adjourned at 6:10 p.m.

The Chair announced that the next monthly meeting will occur on Monday, May 6th at 4:00 p.m. at the CTPC office at 1182 Market Street.

CITY AND COUNTY OF SAN FRANCISCO

TELECOMMUNICATIONS POLICY COMMITTEE

1182 MARKET STREET, SAN FRANCISCO 94102 · TELEPHONE 558-3179

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MINUTES OF THE MEETING OF MAY 6, 1985

CALL TO ORDER AND ROLL CALL

The Chair (Esteves) called the meeting to order at 4:06 p.m. at the Committee's office at 1182 Market Street.

Members present: Gwen Dilworth-Battle, Roberto Esteves, Cary Fong, George Kelsey, Hal Layer, Sue Levitin, Emily Pike and Michael Singsen

Members absent: Rhonda Abrams

Staff: Connie Brand, Dick Hoss and Andrea Torrice

ADOPTION OF THE AGENDA AND APPROVAL OF THE MINUTES

The Committee agreed to the proposed agenda and approved the April minutes as written.

REPORT FROM THE STAFF

Dick Hoss said that he had distributed a City Attorney's opinion on the liability of members of the Board of Supervisors because a CTPC member had asked him about liability of members of committees such as CTPC. He said that he can request a City Attorney's opinion which deals explicitly with the City's policy about defending members of advisory and policy committees from law suits. The matter was referred to the Executive Committee.

THE CHAIR'S REPORT

The Chair said that he wants the Executive Committee to meet soon to discuss operation of the CTPC office; review the budget; and to develop a code of behavior.

The Chair introduced the final draft of the annual report. A discussion ensued about the Public Access/Community Video section which begins on page seven. The discussion centered around the paragraph which describes the contents of Resolution 975-84. The paragraph reports that the resolution calls for a report in July which includes presenting evidence of the CTPC having established a non-profit corporation.

Levitin asked whether this means that a non-profit corporation will be formed. Members traced the concept of a non-profit corporation back to the September 22nd retreat document. The Chair said that the non-profit corporation matter will be clarified when the CTPC makes its report to the Board of Supervisors.

Singsen circulated an alternative draft of a section on Public Access/Community Video and said that it incorporates his views on the matter. He did not press for the document's inclusion in the Annual Report but did propose amendments to the Viacom section of the report.

MOTION: The CTPC moves that page three of the Viacom portion of the Annual Report concerning workshops be amended to clarify the fact that workshops were temporarily suspended from June through the end of the year due to an air conditioning problem. Seconded and carried.

MOTION: The CTPC moves that page four of the Viacom portion of the Annual Report concerning "Customer Services" be amended to include details on the number of people who signed up for the reduced basic cable television rates offered to senior citizens on SSI; or for the special radio rate offered to blind persons. The CTPC requests inclusion of a description of Viacom's effort to publicize the availability of the reduced rates. Seconded and carried.

MOTION: The CTPC moves adoption of the Annual Report as amended. Seconded and carried.

THE VIACOM REPORT

Sue Levitin made the Viacom report which included notice that the contractors, Brand and Torrice, would receive a tour of Viacom on May 9th.

Levitin announced that Viacom is working on plans for construction of an additional headend which will have dimensions of 25' x 25' x 10'. Lease or acquisition of land is a phase of the operation.

Levitin reported that the May edition of "Cableguide" contains details about the availability of a reduced rate for senior citizens on SSI; and radio service for blind/print handicapped persons. The May Cableguide cover features a diagonal strip advertising the availability of reduced rates; and the first page has a five paragraph letter on the same topic, signed by Kurt Jorgensen, Senior Vice President.

Levitin reported that the San Francisco Chronicle television schedule now integrates the scheduling of some of Viacom's offerings into the Chronicle's overall schedule. A discussion ensued as to whether or not public access programming could be included.

Levitin described the Bay Area Cable Interconnect which is owned by Viacom and by Gill Cable. The interconnect is a separate business which receives four satellite signals: ESPN, Lifetime, CNN and MTV. The signal quality is enhanced in San Jose and microwaved to other cable systems.

Levitin reported that Viacom will cablecast a legal assistance program directed to the elderly. The program will feature a Cole Porter type musical theme and attorneys will appear on the program to give advice. The program will appear in July and will include ads requesting that contributions be made to a legal assistance program for the elderly. The program will be on Channel Six.

POLICY COMMITTEE REPORT

The Chair reported that Rhonda Abrams, the Policy Committee Chair, is in Arizona where she is recuperating from an illness.

Michael Singsen reported that he was prepared to proceed with a report on the program: "Race and Reason" and to present a reconstituted resolution stating the CTPC policy on such programming. Singsen proceeded to read a proposed resolution.

A discussion ensued as to whether or not the resolution, as read, recaptured Rhonda Abrams' thoughts on the matter. Some CTPC members felt that the resolution had been rewritten rather drastically. Some of the discussion revolved around whether or not the KKK uses the films as a recruiting tool.

MOTION: The CTPC rerefers the resolution on racist programming to the Policy Committee, Seconded and carried.

George Kelsey distributed a special report by the Southern Poverty Law Center entitled: "The KuKluxKlan - A History of Racism and Violence." The publication drew many favorable comments by Committee members.

Kelsey said that he also has a videotape concerning the KKK and that he would like it shown on Channel 25. The videotape was produced by the Guggenheim Foundation and is on loan with permission to make copies. Esteves requested the tape so that he can copy it for the Library.

THE MUNICIPAL SERVICES SUBCOMMITTEE REPORT

Emily Pike (Chair) reported that the Subcommittee will on the third Tuesday of each month at 9 a.m. in the CTPC office.

Connie Brand distributed copies of two financial reports and made a report on her municipal services activities which included a visit to the Fire Department.

She described state legislation pending in Sacramento which would require the channeling of franchise tax proceeds into public access. The Chair referred study of the legislation to the Executive Committee.

The development of a relationship with the Unified School District's radio station KALW was discussed and the $1,500 in access money set aside for education was discussed in that context.

A discussion of municipal cable service for/by the Police and Fire Departments was discussed and it was acknowledged that the Hall of Justice is not included in the wiring plan.

Dick Hoss explained the wiring plan which was posted on the wall. He identified the areas deemed to have been wired prior to 1980 (old build); areas recently wired; areas where activity is in progress; and areas designated for construction in the future.

A discussion ensued as to whether or not half of the City could be turned on to 52 channels in 1986. Sue Levitin said that Viacom wants to expand service to the City all at one time.

Levitin said that Viacom is immersed in the research and design required to install new amplifiers.

The Chair said that the discussion of 52 channels in half of the City issue would be put over until after the next Policy Committee meeting.

The Chair referred the Municipal Services Subcommittee budgets to the Executive Committee.

PUBLIC ACCESS SUBCOMMITTEE

Michael Singsen (Chair) announced that the subcommittee will meet on May 29th at 4 p.m. at the CTPC office; and that the last Wednesday of the month will be a regular meeting date thereafter.

Andrea Torrice, the contractor serving as the Public Access Community Organizer, circulated a written report on her activities.

A discussion of organizations which are likely contacts ensued. Torrice referred to Ms. Eunice Elton and the Private Industry Council - a successor to CETA; and to Horizons Unlimited, a youth group in the Mission.

The Committee agreed that a proposed "Community Group" questionnaire would be approved by the CTPC before issuance and would appear on CTPC letterhead.

The Chair referred the subcommittee's budget to the Executive Committee.

The question of the feasibility of forming a non-profit corporation arose again. The Chair asked Torrice to poll the CTPC members to determine what their understanding is as to the Committee's position on the matter.

Torrice's travel request was discussed. The Chair cited the $250 maximum rule and said that he wants motions at the June 3rd meeting to authorize travel by the consultants.

CONSUMER SERVICES AND ASCERTAINMENT SUBCOMMITTEE

Layer and Levitin are co-chairs. Levitin led the presentation on the contract for the survey of cable subscribers. The staff has located five responsible bidders who are interested in the CTPC's Request for Proposal. The need for action in the month of May was stressed because the days of the fiscal year are dwindling.

A discussion ensued about the RFP's requirement that non-substitution of households be adhered to.

MOTION: The CTPC moves that Request for Proposals (RFP) to carry out the survey of cable subscribers be amended to ask for bids which include quotes with and without non-substitution. Seconded and carried.

OLD BUSINESS

Two meeting dates were discussed. An Executive Committee meeting was scheduled for May 22nd at 8 a.m. The Committee agreed that a Policy Committee meeting will be held but left the date open.

Gwen Dilworth-Battle referred back to the matter of educational models. She said that she is meeting with Kathy Schuler; and also has written to Washington, D.C. for models.

NEW BUSINESS

The Bay Area Cable Administrators' group meeting and luncheon to be held on May 31st was announced. The CTPC will sponsor the event which will be held in the Lurie Room of the Main Library.

Mr. John Drago, a cable subscriber who lives at 478 Warren Drive, made a complaint concerning reception of cable tv signals in the apartment building where he lives.

The Committee asked Mr. Drago to send his complaint file to the CTPC office. He was assured that the staff and the Consumer Services and Ascertainment Subcommittee will follow up on his case.

ADJOURNMENT

The Committee adjourned at 6:25 p.m.

The Chair announced that the next monthly meeting will occur on Monday, June 3rd at 4:00 p.m. at the CTPC office at 1182 Market Street.

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CITY AND COUNTY OF SAN FRANCISCO

TELECOMMUNICATIONS POLICY COMMITTEE

1182 MARKET STREET, SAN FRANCISCO 94102 · TELEPHONE 558-3179

A Citizen's Committee Appointed by the Board of Supervisors

MINUTES OF THE MEETING OF JUNE 3, 1985

CALL TO ORDER AND ROLL CALL

The Chair (Esteves) called the meeting to order at 4:00 p.m. at the Committee's office at 1182 Market Street.

Members present: Gwen Dilworth-Battle, Roberto Esteves, Cary Fong, Hal Layer, Sue Levitin, Emily Pike and Michael Singsen

Members absent: Rhonda Abrams, George Kelsey

Staff: Dick Hoss and Andrea Torrice, a contractor

ADOPTION OF THE AGENDA AND APPROVAL OF THE MINUTES

The Committee agreed to the proposed agenda and approved the May minutes as written.

THE CHAIR'S REPORT

Esteves reported that the League of California Cities has appointed him to serve on their Telecommunications Advisory Committee. He requested approval of his attendance at the League of Cities conference to be held in San Jose.

MOTION: The CTPC authorizes Roberto Esteves to attend the League of California Cities "Computer, Cable and Telecommunications Conference" to be held in San Jose on June 13-14. Seconded and carried.

Esteves reported on the CTPC sponsored meeting of the Bay Area Cable Administrators which was held in the Lurie Room on May 31st. He said that approximately twenty persons attended the meeting which focused on AB 1372 (Moore) which would allocate portions of local franchise fees to use for local telecommunications planning and public access grants.

Esteves said that AB 1372 and SB 683 (Montoya), a somewhat different bill on the same subject, are proposals of great importance to the City and that he will ask more than one CTPC committee to read the bills and recommend a position.

THE EXECUTIVE COMMITTEE REPORT

Esteves asked the Committee to approve the Executive Committee report of May 22nd and to have it attached to the minutes of this meeting.

MOTION: The CTPC approves the Executive Committee report of May 22, 1985 and requests that it be attached to the minutes of this meeting. Seconded and carried.

The Committee took up the portion of the Executive Committee report which dealt with the public access survey. Andrea Torrice, Public Access Development Coordinator, made a presentation of proposed changes in the questionnaire.

The Chair referred the matter to the Public Access Subcommittee which had approved the original questionnaire.

The Chair referred to the portion of the report on "Committee Ethics", saying that Dick Hoss is continuing to seek information on codes of behavior of members of public boards, commissions, and committees. The Executive Committee will resume discussion of the matter in June.

The report included a question about whether or not the CTPC office can be wired for cable. The consensus was that the CTPC request Viacom to make a cost estimate.

THE VIACOM REPORT

Sue Levitin described Viacom's construction activities in the Midtown Terrace, Sunset Heights, Urbano and Outer Sunset and Twin Peaks East wiring districts.

Levitin gave a favorable review of a New Yorker magazine three-part series on the cable industry.

CONSUMER SERVICES AND ASCERTAINMENT SUBCOMMITTEE

Esteves recapitulated the CTPC's process in selecting a firm to carry out the survey.

Levitin, subcommittee co-chair, described the CTPC's exchange of correspondence with the ELRA Group, one of the bidders. A extended discussion ensued about cost comparisons, unique qualities possessed by the various bidders, the possibility of audience segmentation, the practicality of quota'd random sampling, response rates and other technical matters.

MOTION: The CTPC authorizes the expenditure of $28,800 for a survey of San Francisco residents concerning their attitudes toward the delivery of cable television service; and awards the contract to the ELRA Group. The award includes the expenditure of an additional sum of up to $1200 in the same contract for the reduction of non-response bias; and the expenditure of an additional sum of up to $3,000 in a separate contract to increase the sample size to include an additional 100 completed interviews of former subscribers as part of the total number of completed interviews. The total expenditure authorized for the basic survey contract is $30,000 Seconded and carried.

A motion was made to require that the survey results reflect the City's demographic distribution by locating respondents who fall within a 20% range of various groups' overall proportion of the City's population. The motion failed.

The consensus was the the CTPC made an intensive effort to locate or include Minority Business Enterprises or Womens' Business Enterprises in the contract.

Levitin requested that a joint meeting of the Executive Committee and the Consumer Services and Ascertainment Subcommittee be convened for purposes of meeting with the ELRA Group. The Chair announced that such a meeting will be scheduled.

PUBLIC ACCESS SUBCOMMITTEE

Michael Singsen (Chair) brought up the public access questionnaire as a topic. Andrea Torrice reported the details of a revised questionnaire and the matter was discussed in detail.

MOTION: The CTPC approves the public access survey questionnaire as amended. Seconded and carried.

The public access development budget reported by the Executive Committee was discussed in detail.

MOTION: The public access development budget, as amended, is approved. Seconded and carried.

A resolution by the Public Access Subcommittee concerning the sharing of channel time was referred to the Policy Committee.

A PROCEDURAL MATTER

The Chair announced that the time was now 6:00 p.m., the agreed-upon adjournment time and asked the Committee how it felt about continuing.

MOTION: The CTPC authorizes a fifteen minute extension beyond the scheduled adjournment time of 6:00 p.m. Seconded and carried.

THE MUNICIPAL SERVICES SUBCOMMITTEE REPORT

Emily Pike (Chair) distributed a report by Connie Brand entitled "Municipal Services Subcommittee Report, May 30, 1985." Pike said that the report was excellent.

The Chair reported that he has scheduled meeting dates with Supervisors Walker and Ward to discuss the reports required by Resolution 975-84; and that this will include a discussion of how the CTPC's municipal access goals and objectives will be presented.

PRESENTATION OF WRITTEN REPORTS BY THOSE WHO ATTENDED CONFERENCES

The Chair restated his estimation of the value of detailed reports on conferences attended as being substantial in terms of information sharing. He said that the Board of Supervisors is considering a CTPC budget which includes a doubled request for travel funds and might be reassured by a good reporting system. He said that several reports on the NFLCP Far West Conference were mailed earlier and that he expected reports from all attendees and that the reports will be distributed upon receipt.

NEW BUSINESS

Dick Hoss introduced Ms. Charlyn V. Wood, an Account Executive - Industry Consultant employed by AT & T Communications. She said that she works out of 333 Market Street and is interested in the CTPC's activities.

ADJOURNMENT

The Committee adjourned at 6:15 p.m.

The Chair announced that the next monthly meeting will occur on Monday, July 1st at 4:00 p.m. at the CTPC office at 1182 Market Street.

CITY AND COUNTY OF SAN FRANCISCO

TELECOMMUNICATIONS POLICY COMMITTEE

1182 MARKET STREET, SAN FRANCISCO 94102 • TELEPHONE 558-3179

A Citizen's Committee Appointed by the Board of Supervisors

MINUTES OF THE EXECUTIVE COMMITTEE MEETING HELD ON MAY 22, 1985

The Executive Committee met in private session with the TPC's three employees beginning at 8 a.m. and ending at 9 a.m.

At 9 a.m., the Executive Committee met in open session and discussed the following matters.

Telephones

The office is experiencing problems due to having two office lines (one centrex, one standard) on two systems: Pac Bell and the Compath (Harvey Rose Corporation) system.

Potential solutions are:

1. Add another line for public access which makes most use of the phones.

2. Add another Pac Bell instrument and line for Dick Hoss.

Bottled Water

A suggestion was made that the TPC pay $150 to Harvey Rose for water, payment to be taken from the P.A. and Muni budgets. Tabled until the next budget when additional franchise fees are available.

Matching Funds

A question arose regarding the need for municipal matching funds for the Viacom challenge grant. The Committee will review the MOU which describes the grants at the next meeting.

Municipal Budget

MSP: Recommended to the Telecommunications Policy Committee for adoption as presented. To full TPC.

Public Access Survey

MSP: Recommend approval for distribution on letterhead. To full TPC.

OVER

Public Access Budget

MSP: Not approved as submitted. Recommend changes, budget to be submitted to the full committee.

MSP: Authorize the purchase of a typewriter/printer up to $800.

Telecommunications Policy Committee Budget

The Executive Committee will review the TPC budget on a monthly basis. Cary Fong will develop a standard reporting form for all committee budgets.

Travel requests will be considered by the Executive Committee. Dick Hoss will prepare a list of conferences scheduled for 1985-86 for the next meeting. The ExComm will forward attendance recommendations to the full TPC.

Wiring the TPC office

There was some question regarding the history surrounding Dick's ongoing request to wire the office. The ExComm calls for a written MOU on the matter including the potential for affecting such wiring.

Business Hours

MSP: The staff will make a recommendation as to what the TPC's standard business hours should be and how the hours will be covered. Approved standard hours will be staffed daily.

Committee Ethics

Dick Hoss has located two documents related to the code of ethics and behavior of committee members: one from Robert's Rules of Order; the other, a rule adopted by the Board of Supervisors. Hoss will continue to gather documentation and the ExComm will take the item up again next month.

There being no other business, the meeting was adjourned at 10:30 a.m.

Submitted by:

Roberto Esteves
George Kelsey
Cary Fong

CITY AND COUNTY OF SAN FRANCISCO

TELECOMMUNICATIONS POLICY COMMITTEE

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A Citizen's Committee Appointed by the Board of Supervisors

MINUTES OF THE MEETING OF JULY 1, 1985

CALL TO ORDER AND ROLL CALL

The Chair (Esteves) called the meeting to order at 4:00 p.m. at the Committee's office at 1182 Market Street.

Members present: Rhonda Abrams, Roberto Esteves, Cary Fong, Hal Layer, and Sue Levitin

Members absent: Gwen Dilworth-Battle, George Kelsey, Emily Pike, Michael Singsen

Staff: Dick Hoss, Connie Brand and Andrea Torrice

ADOPTION OF THE AGENDA AND APPROVAL OF THE MINUTES

The Committee agreed to the proposed agenda and approved the June minutes as written.

THE CHAIR'S REPORT

Esteves and Hoss gave a report on their attendance at the League of California Cities Conference in San Jose on June 13th and 14th, and entitled "The Computer, Cable and Telecommunications".

Esteves reported that AB 1372 was discussed at the conference and that the bill still contains an erroneous formula for funding local telecommunications planning. He said that the author intended two percentage points out of five points or 40% of the tax proceeds rather than 2% of the tax proceeds.

Each subcommittee will draft its own statement which can then be combined into a single report within the next two months. The League of California Cities Telecommunications Advisory Committee's September agenda includes AB 1372. Esteves will attend that meeting.

Hoss distributed copies of his written report on the San Jose event. Esteves said that he ordered six cassettes on topics such cable update; community programming and access; and on software use by public agencies. He said that when the material arrives, the cassettes plus the reports on the June 13th conference will be available to members.

THE EXECUTIVE COMMITTEE REPORT

Esteves gave details of the Executive Committee's June 26th meeting which dealt with job descriptions, the CTPC phone system, business hours, the keeping of daily logs by the staff, Viacom's challenge grant, tangible assets ownership, personnel evaluation and travel. He asked the CTPC to approve the report.

MOTION: The CTPC approves the Executive Committee report of June 26, 1985. Seconded and carried.

MOTION: The CTPC office will be open from 8 a.m. to 5 p.m. Seconded and Carried.

Esteves distributed proposed changes in the June 4, 1984 Memorandum of Understanding between Viacom and the CTPC. He asked the Committee how they felt about the new language.

Sue Levitin objected to proposed amendments to paragraph 5 concerning Viacom's maintenance of effort at Channel 25. The proposal adds some language describing what the current level of support includes.

Andrea Torrice made a staff recommendation that the entire proposal be held over until the August meeting at which time Michael Singsen and others will be available. The proposal was tabled.

Esteves sought opinions as to when a planning retreat should be held and under what circumstances.

Recommendations were made which included the notions that: a facilitator be hired; a facilitator not be hired; the retreat be a low budget event; that there should be an absence of rancor; and that there be strong staff involvement. One view was expressed that the retreat might revolve around the reports which the CTPC must make to the Board's Committee on Culture and Recreation.

THE VIACOM REPORT

Sue Levitin reported that Channel 6 has moved to the Far West Laboratories building at 1855 Folsom Street; and that Channels 6 and 25 now have shared administration.

She reported on the construction schedule, giving details of activity in the Urbano Area and in the Lakeshore wiring areas.

A member of the audience asked about religious programming on Channel 25. The Chair asked him to limit his questions to the contents of the report given; and then referred the question of whether Viacom's reports should be more detailed to the Executive Committee.

CONSUMER SERVICES AND ASCERTAINMENT SUBCOMMITTEE

Sue Levitin, subcommittee co-chair, described the CTPC's meeting with the ELRA Group on June 10th. The Consumer Services Subcommittee met in joint session with the Executive Committee to interview Dr. LaRose of the ELRA Group and to discuss methodology and a discussion of costs. Esteves said that the CTPC will soon hear from ELRA and that survey contract will proceed.

Hal Layer, subcommittee co-chair, reported on the second technical issue, that of signal testing. He said that Mr. Aubrey Harris has bid on Phase I and Phase III of the job but that actual signal testing will have to be done by a signal testing company which carries the insurance required by the City.

MOTION: The CTPC recommends acceptance of a $600 bid by Mr. Aubrey Harris, a professional engineer, to prepare a specification document for the conduct of tests to be performed by a contractor experienced in the testing of CATV equipment and system. The schedule will define specific sampling criteria for the testing. Seconded and carried.

MOTION: The CTPC recommends acceptance of a $750 bid by Mr. Aubrey Harris to examine the signal testing results, evaluate compliance with technical specifications and the consistency of reception throughout the system and to prepare a report on the technical status of the system. Seconded and carried.

EDUCATIONAL ACCESS SUBCOMMITTEE

Hoss reported that Gwen Dilworth-Battle, the Chair, has scheduled a subcommittee meeting for July 11th.

Connie Brand made a report on the SFUSD's Bilingual Education Division and its interest in cable. She recommended exploring the possibility of a cablelink between Viacom's headend and John O'Connell School. She said that the Bilingual Division may have a substantial sum of money which can be used refurbishing the studios.

Hal Layer said that he supports the homework program and will ask Channel 35 to provide time for the program.

SPECIAL ORDER OF BUSINESS

The Chair took up a motion to require written reports on meetings attended by persons utilizing CTPC funds.

MOTION: Each committee member, staff or contractor of the CTPC shall submit a written description of highlights of any meeting, seminar, workshop or other event attended utilizing CTPC funds. Such reports shall be due within a month after attendance. No additional monies may be allocated to any individual in default of submission of said reports. Seconded and carried.

POLICY COMMITTEE

Rhonda Abrams, Chair, said that she had forwarded a resolution on racist programming and the program "Race and Reason" for consideration at the June meeting.

The Chair said that the resolution needed to be put into language suitable to the CTPC and sent it back to the Policy Committee.

Abrams announced that the Policy Committee will meet in late July and discuss the program "Race and Reason" and also the wiring plan.

MUNICIPAL SERVICES SUBCOMMITTEE

Connie Brand made a report on the highlights of her June 26th report and survey. She said that Torrance CA is equipment heavy and has a large operating budget. The City published its annual report on tape and has won several state awards. Beverly Hills, on the other hand, has an integrated equipment design and a minimal operating budget.

Esteves said that he and Brand and Torrice had met with Supervisor Ward. He said that he had encouraged the wiring of the Board's chambers but didn't know how much support the proposal had.

Layer expressed an interest in the City of Torrance's assignment of attorneys to the Preferred case.

The subcommittee included a discussion of division of time on Channel 25. Brand requested time delineation between public access sources and municipal access sources. Brand presented a motion which the Municipal Access Subcommittee had adopted.

The Chair inquired whether or not the Public Access Subcommittee had considered the matter and whether that subcommittee had approved the resolution.

Torrice said that the Public Access Subcommittee had a similar motion but wanted a joint meeting.

The Chair asked if Public Access wanted a joint resolution. He pointed out that the CTPC has no committee-to-committee communications and referred the Municipal Access resolution to the Public Access Subcommittee and the Educational Access Subcommittee.

PUBLIC ACCESS SUBCOMMITTEE

Michael Singsen (Chair) was unavailable because he had left for the NFLCP convention. Andrea Torrice read a staff report on a public access users meeting held in the Main Library on June 26th. She said that access policies should be tailored to the community where they are in force and that definition of types of programming is a thorny issue.

Views were expressed that the CTPC should not get into programming decisions. An opposing view was stated to the effect that a lack of definition creates rancor and that S. 66 allows cities to have broad definitions of programming categories.

NEW BUSINESS

The item on the agenda was a discussion of AB 1372 but the matter was discussed earlier under the Chair's report.

Michael Spain, during the public comment section, expressed the opinion that Viacom had recently enjoyed a rate increase and, therefore, should not have to lay off staff at Channel 25. He made comments on the quality of the homework program which he regards as narrowcasting.

Mr. Spain said, that in his opinion, Channel 25 is badly affected by staff cuts and that the equipment is in poor condition. The Chair said that these concerns are to be addressed by the Public Access Subcommittee. The Chair referred the question of Channel 25's staff and equipment situation to subcommittee.

ADJOURNMENT

The Committee adjourned at 5:56 p.m.

The Committee set its next monthly meeting on August 12th at 4 p.m. The meeting will be at 1182 Market Street, Room 421.

CITY AND COUNTY OF SAN FRANCISCO

TELECOMMUNICATIONS POLICY COMMITTEE

1182 MARKET STREET, SAN FRANCISCO 94102 · TELEPHONE 558-3179

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MINUTES OF THE MEETING OF AUGUST 12, 1985

CALL TO ORDER AND ROLL CALL

The Chair (Esteves) called the meeting to order at 4:07 p.m. at the Committee's office at 1182 Market Street.

Members present: Rhonda Abrams, Gwen Dilworth-Battle, Roberto Esteves, Cary Fong, George Kelsey, Hal Layer, Sue Levitin, Emily Pike, and Michael Singsen

Members absent: None

Staff: Dick Hoss, Connie Brand and Andrea Torrice

ADOPTION OF THE AGENDA AND APPROVAL OF THE MINUTES

The Committee agreed to the proposed agenda and approved the July minutes as written.

THE CHAIR'S REPORT

Esteves gave a report on attendance at the Bay Area Cable Administrators' Conference at the Marin Garden Center in Ross on July 19th.

He announced that the Executive Committee had recommended sending himself and Emily Pike to the NATOA convention.

MOTION: The CTPC authorizes Roberto Esteves and Emily Pike to attend the NATOA National Conference in St. Louis on September 29 through October 2nd. Seconded and carried.

Esteves described his appointment to the Telecommunications Advisory panel to the League of

California Cities and requested permission to attend a meeting in Los Angeles on September 4th.

MOTION: The CTPC authorizes Roberto Esteves to attend the League of California Cities' Telecommunications Advisory Panel meeting in Los Angeles on September 4th. Seconded and carried.

The Executive Committee Report

Esteves gave an overview of the Executive Committee's activities which included reviewing staff activity and expenditures. He said that Cary Fong will develop a more formalized form for staff use in reporting expenditures.

Esteves reported that the Executive Committee had reviewed a nine page document prepared by Dick Hoss and titled: "Proposed Committee Organizational Rules and Rules of Conduct." He said that the Executive Committee referred the proposal to the CTPC for discussion at this meeting.

The Committee spent a great deal of time reviewing the proposed rules, section-by-section. Sections which received a great deal of attention were the Treasurer's duties; the control of mailing lists and other internal documents; the scope of subcommittees; and how members holding minority views on settled issues are to present themselves in other forums.

The Chair referred the proposed rules back to the Executive Committee.

The Chair concluded his report by describing the City's Electronic Information Processing Steering Committee

(EIPSC) and its newly formed advisory committee. Esteves said that he and Connie Brand have been sitting on the advisory committee which has been established to make recommendations to EIPSC for citywide telecommunications policy. One issue that will be addressed is the integration of voice, data and CATV telecommunications in instances where it is economically justified.

THE VIACOM REPORT

Sue Levitin reported on a recent appellate court decision that struck down the "must carry" rule and said that she is certain that the National Association of Broadcasters will appeal the decision.

She also reported that construction is caught up and that some improvements have been made at Channel 25. Levitin said that all the lights in the studio no longer need be on to achieve a flat light effect. She said that maintenance of cameras at Channel 25 is on an improved schedule and that the goal is a 48 hour response t me to repair requests. Her report included reference to a scheduled overhaul of the editor and a discussion of the air conditioning system which is now fully functional.

Levitin also reported on the schedule of workshops and on construction progress in the Urbano, Mt. Sutro and Lakeshore Acres wiring areas.

CONSUMER SERVICES AND ASCERTAINMENT SUBCOMMITTEE

Sue Levitin, Subcommittee co-chair, reported that the

ELRA Group survey contract cannot proceed until the Controller releases funds carried over from the previous fiscal year. She had some hope that this would be late in August.

Hal Layer, Subcommittee co-chair, reported that the contract with Mr. Aubrey Harris for design of the signal testing survey is also awaiting release of carried-over funds by the Controller.

The possibility of contracting with Mr. Harris to evaluate the technical performance and signal quality of the television studio equipment at Channel 25 was discussed. It was agreed that the Subcommittee will meet to discuss a proposal that the CTPC contract for additional work by Mr. Harris.

EDUCATIONAL ACCESS SUBCOMMITTEE

Gwen Dilworth-Battle, the Chair, distributed minutes of the Subcommittee's July meeting. A discussion ensued about the effect which summer vacation time has on the SFUSD's ability to propose advisory members for the subcommittee. The replacement of the Superintendent of Schools was also discussed as a source of possible delay in obtaining advisory appointees from the SFUSD.

The Chair said that she viewed October as the time when the subcommittee can induct advisory members and develop a program.

Connie Brand provided details on the attempt to place

the Homework program on Channel 35.

SPECIAL ORDER OF BUSINESS

The Chair noted that the time was now 6 p.m., the hour of adjournment. He asked the Committee members if they wanted to continue the meeting for an additional fifteen minutes.

MOTION: The adjournment time for this meeting shall be extended fifteen minutes to 6:15 p.m. Seconded and carried.

MUNICIPAL SERVICES SUBCOMMITTEE

Emily Pike, Chair, reported that the subcommittee will not meet in August. She referred to the heavy mailing of informational material to members which occurred in July.

Pike referred to the Committee on Culture and Recreation which has scheduled a meeting for September 5th. The meeting will include the calendaring of a proposal to wire the Board of Supervisors' chambers and committee hearing room with the capability of cablecasting meetings.

The September 5th meeting has also calendared the hearing of a report by the CTPC on the status of access programming and development and on the goals and objectives which the CTPC has developed for municipal access.

Pike distributed an outline of the Subcommittee report prepared for the September 5th meeting and asked that comments or requests to review the draft report be received before the end of August.

AB 1372 was discussed because it will be the subject of a League of California Cities meeting on September 4th. Pike distributed copies of the Subcommittee meeting minutes of July 16th which included AB 1372 on the agenda.

The four point resolution adopted by the Subcommittee was discussed and Esteves requested permission to present those views at the League of California Cities meeting.

MOTION: Roberto Esteves is authorized to present the Municipal Services Subcommittees views on AB 1372 to the Telecommunications Advisory Panel of the League of California Cities and is instructed to characterize them as ideas discussed by the CTPC. Seconded and carried.

POLICY COMMITTEE

Rhonda Abrams, Chair, presented a resolution deploring the use of public access television for the dissemination of opinions that are racist, sexist, anti-semitic or otherwise discriminatory. The resolution also reaffirmed the CTPC's commitment to the concept of public access television.

Abrams reported that the resolution was approved on July 31st at a Policy Committee meeting and asked for CTPC approval.

MOTION: The CTPC approves the Policy Committee's resolution deploring the use of public access television for the dissemination of opinions that are racist, sexist, anti-semitic or otherwise discriminatory. A copy of the resolution shall be attached to these minutes. Seconded and carried.

George Kelsey spoke against the resolution, saying that the language was not strong enough. He asked to be

recorded as voting against the resolution.

Abrams reported other Policy Committee activities. She said that reporting on the wiring plan is now quite complete and pointed to a new map on the wall. She asked for a Viacom report on the status of the rebuilding process.

Abrams reported on the issue of time delineation among users of Channel 25. She described a meeting which included herself, Connie Brand and Andrea Torrice on time delineation. Abrams said that the meeting resulted in an agreement to bring a plan to CTPC for solution of the time allocation problem.

Abrams reported on a discussion of the request that the Viacom report at each monthly meeting contain more information.

PUBLIC ACCESS SUBCOMMITTEE

Michael Singsen (Chair) distributed a folded brochure which describes the origin of the CTPC and states the main goal of its Public Access Subcommittee. The brochure is largely devoted to telling the reader how to produce a television program by using Channel 25. He asked for approval of the brochure.

MOTION: The CTPC accepts the public access brochure as the basis for a final draft pending substantive changes to be received by August 16th. The brochure shall be attached to the minutes of this meeting. Seconded and carried.

Singsen distributed copies of a draft on public access

prepared by Andrea Torrice for presentation to the Committee on Culture and Recreation on September 5th. He asked CTPC members to read the draft and make recommended changes by the end of two weeks.

Singsen distributed a report by Torrice on the recent NFLCP convention and mentioned his report on the same conference. Singsen's report was mailed earlier.

A discussion ensued about Channel 25's programming policies and the rule limiting users to one hour per week. Some reference was made to religious programming on Channel 25. Singsen said that he will draft a letter to Viacom requesting clarification of Channel 25's programming policies. He said that he will ask the cable company for a copy of the new document clarifying access policies and will introduce it as a topic at the Subcommittee's August 28th meeting.

OLD BUSINESS

A proposed motion amending the matching grant language in the CTPC-Viacom memorandum of understanding of 6/4/84 was tabled in the interests of time.

NEW BUSINESS

Mr. Steve Beltran presented his views as a member of the labor movement interested in producing programs and using public access facilities. He has produced the labor show "ON THE JOB." Mr. Beltran thanked the CTPC for having Torrice contact producers. He expressed the opinion that

additional sources of program production grant money are needed in San Francisco.

Ms. Julia Miller, now of Cable Oakland, asked about the division of matching grant money. A discussion ensued as to whether or not the proposed amendments to the MOU on matching grants constituted a formula for dividing matching grant money among categories of users.

Esteves said that the proposed changes are a clarification of the MOU. References were made to use of the money generated by the 0.2% formula.

ADJOURNMENT

The Committee adjourned at 6:38 p.m.

The Committee set its next monthly meeting on September 9th at 4 p.m. The meeting will be at 1182 Market Street, Room 421.

Wheareas, the Citizens Telecommunications Policy Committee serves as an advisory body to the Board of Supervisors, and

Whereas, the Citizens Telecommunications Policy Committee is charged with promoting the best interests of the citizens of San Francisco with regard to all forms of telecommunications; and

Whereas, public access television provides the opportunity for the diverse citizenry of San Francisco to air their views and opinions, on a first-come, first-served basis, without discrimination and without editorial control, (except for obscenity,a lottery, personal libel),and

Whereas, such public access ensures that all citizens have access to telecommunications regardless of the popularity of their opinions, and

Whereas, the First Amendment protects the right of all forms of speech, no matter how reprehensible and contrary to community standards, and

Whereas, a recent program has been airing on the public access channel entitled "Race and Reason", sponsored by a white supremicist group; and that such group is using the public access facility to propound their racist philosophies;

Therefore be it resolved, that the Citizens Telecommunications Policy Committee deplores the use of public access television for the dissemination of opinions that are racist, sexist, anti-semitic or otherwise discriminatory, but reaffirm its commitment to the concept of public access television.

MUNICIPAL SERVICES SUBCOMMITTEE
MINUTES OF THE JULY 16, 1985 MEETING

Subcommittee members present: Emily Pike and Roberto Esteves. Advisory Board members present: Ron Crow, Unified School District; George Canellos, Dept. of Electricity; Lois Scott, Dept. of Planning; Joel Hurwitz, SF General Hospital; and Debra Horen, Muni Railway. Staff present: Connie Brand.

E. Pike called the meeting to order. Minutes of the June 18 meeting were approved. A ten-minute videotape from the Beverly Hills municipal channel was shown. Brand presented the reports on the City of Beverly Hills and Torrence municipal channels. Contacts with the Telecommunications Department, DPW, and the Electronic Information Processing Steering Committee (EIPSC) on the new telephone system for the City and its potential for carrying video were described, along with a positive response from the Purchaser regarding equipment insurance.

A discussion to define public buildings followed, and staff was directed to contact the Planning Dept. for a list of City buildings. For the insurance package, members suggested that premise equipment versus off-prenmise be considered separately; and that San Francisco State be contacted about procedures for lending equipment.

General Hospital's video needs were discussed, in light of the new telephone system and the Viacom system. Esteves suggested that each City Department compile a needs lists to justify both telephone system and Viacom connections. Crow suggested a users list approach. A question arose concerning the non-profits that contract with the City, and if a sponsored municipal approach would be possible.

Crow also brought up the question if the municipal channel can be turned on immediately. Esteves responded that a memorandum between Viacom and the TPC said that half the City in 1986 could be, if the TPC decided to do so.

Esteves led a discussion on AB1372. A position was resolved to be brought to the TPC to include the following:

1) Support the bill, with changed language clarifying the franchise fee percentages, and changing the compositon of the Board to remain as representative of various interests as the current Foundation Board;

2) If a local government is already supporting access financially, let the local government continue to do so;

3) Develop a mechanism to get the local funding back to the local jurisdiction;

4) Consider the bill as an insurance policy to keep access development safe.

Horen suggested doing a session of municipal programming to show the Board of Supervisors.The meeting adjourned at 11 am.

■ "I never knew all these unusually wonderful things were going on in the city until I saw Public Access Channel 25."
Amy Mueller, subscriber.

■ "Not too many people realize that they have this incredible resource right here in the city"
Producer Taryn Flynn

■ "It's an unforgettable experience to make tv for your community, not for a corporation"
Alan Steinheimer

■ Even a working person like me can produce a program that's interesting, innovative"
Producer Steve Uchida

■ "It's an important medium for local, cultural expression"
Producer Ron Bermudos

■ "What you see on Channel 25, you will never see anywhere else on television"
Don Sachs, viewer

THE TELECOMMUNICATIONS POLICY COMMITTEE, AND THE PUBLIC ACCESS SUBCOMMITTEE

The Telecommunications Policy Committee was created by the SF Board of Supervisors in 1981 to monitor compliance with the cable franchise, review cable subscribers needs, and help develop public, municipal and educational access programs, among other tasks. The Public Access Subcommittee's main goal is to encourage the community to utilize the Channel. Both the Committee and Subcommittee have monthly meetings and invite the public to attend.

YOU CAN PRODUCE YOUR OWN TELEVISION PROGRAM

Across the country hundreds of community groups, artists, educators, non-profit organizations and local residents are reaching their community through the most powerful communication tool of our time -- television. They are creating tv programs on their local cable company's "access" channel. Unlike broadcast television, where the content of a show is determined by the station's management, the content of public access programs is limited only by your imagination, the video equipment available, and some basic cable industry guidelines.

IF YOU OR YOUR COMMUNITY GROUP RESIDES IN SAN FRANCISCO, YOU CAN PRODUCE A PROGRAM AT CHANNEL 25

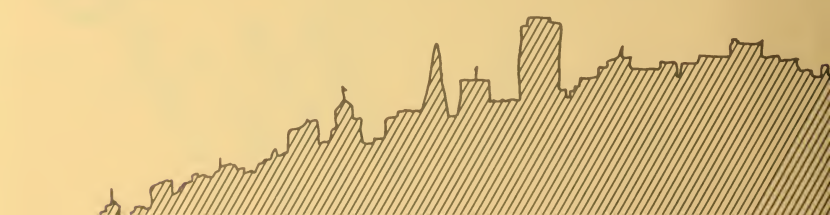
Under a franchise agreement with the city of San Francisco, Viacom Cablevision has set aside one of its channels for use by any community group or resident of SF. Channel 25 is offered as part of the basic cable television service, and reaches 90,000 subscribers.

HOW TO PRODUCE A PROGRAM AT CABLE CHANNEL 25

No previous television experience is necessary. As long as you or your organization reside in San Francisco, you may produce a live or pre-recorded program at Channel 25. As a producer, you must provide the talent, script, tape and crew for your show. Or you may draw upon the many volunteers affiliated with Channel 25 and work with them to create a program. If you have never produced before, **you can take production workshops**, or you can learn how to produce by volunteering on another person's program. **For more detailed information call the staff at Channel 25 at 863-7885.**

Channel 25 provides an equipped television studio. **The hours of operation are Mon.-Thurs., noon to ten pm, Fri. noon-6 pm., and Saturdays from 3:30 to 7:00 pm.** The studio includes three color cameras, microphones, basic props for dramatic and discussion programs, a control room with a switcher, audio board, cassette audio recorder and record player, a character generator, 2 three-quarter inch decks and one half inch deck for recording and playback, a half-inch VHS editor and a half-inch portable deck and camera for on-location shooting. The fees for studio rental, editing or portable equipment range between $10.00 and $25.00 per use.

CABLE CHANNEL 25 IS SAN FRANCISCO'S PUBLIC ACCESS CHANNEL



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CITY AND COUNTY OF SAN FRANCISCO

TELECOMMUNICATIONS POLICY COMMITTEE

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A Citizen's Committee Appointed by the Board of Supervisors

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MINUTES OF THE MEETING OF SEPTEMBER 9, 1985

CALL TO ORDER AND ROLL CALL

The Chair (Esteves) called the meeting to order at 4:05 p.m. at the Committee's office at 1182 Market Street.

Members present: Rhonda Abrams, Gwen Dilworth-Battle, Roberto Esteves, Cary Fong, Hal Layer, Sue Levitin, Emily Pike, and Michael Singsen

Members absent: George Kelsey

Staff: Dick Hoss, Connie Brand and Andrea Torrice

ADOPTION OF THE AGENDA AND APPROVAL OF THE MINUTES

The Committee agreed to the proposed agenda and approved the August minutes as written. No member requested an excused absence.

THE CHAIR'S REPORT

Esteves gave oral and written reports on attendance at the League of California Cities' Telecommunications Advisory Committee meeting in Los Angeles on September 4th.

The written report on the Los Angeles meeting included a proposed resolution supporting legislation that would require the owners of property and of multiple unit residential dwellings to grant access to cable companies for installation of cable when requested by tenants.

The Committee discussed the proposal and raised the question as to why state rather than local authority must be invoked on the installation access issue.

Esteves reported that the League of Cities took several positions concerning AB 1372 and said that his written report gives details.

The Chair reported on the Board of Supervisors' Committee on Culture and Recreation meeting on September 5th and its call for action by the CTPC.

Esteves said that the Culture and Recreation Committee showed interest in the establishment of a non-profit community access organization - the non-profit organization to be formed by a public group rather than by the City. Esteves thinks that the Committee wants the CTPC to proceed and described the first step as being a draft document stating what the non-profit would do.

Comments were made to the effect that the CTPC's retreat document called for "exploration" of the feasibility of a non-profit organization and that cost estimates and other information will be needed.

The discussion included a question about the origin of the requirement in Resolution 975-84 that the Public Access Committee report include evidence of that a non-profit organization was formed. Several members said that Supervisor Nancy Walker called for the inclusion of that mandate.

The Chair said that Supervisor Carol Ruth Silver was supportive of the notion that formation of a non-profit corporation can involve resolution of some very complicated issues and that the Culture and Recreation Committee did not seem critical of the fact that a non-profit organization had not been formed as yet.

The Chair said that it is evident that the Committee on Culture and Recreation does expect the CTPC to make recommendations concerning a non-profit. A question was posed as what the timeline is for submitting such recommendations. The Chair replied that a timeline and recommendations must be included in the CTPC annual report which must be approved by the CTPC no later than December.

The question was raised at to whether the CTPC has reached a point where it must say aye or nay to the concept of a non-profit community access organization. The Chair read aloud from Resolution 975-84, the legislation which approved the budgets for use of the 0.2% funds in calendar 1984. The second resolved clause calls for a report including evidence that a non-profit organization has been formed.

A discussion ensued as to what Supervisor Nancy Walker had in mind when she included the requirement. Singsen gave an account of a meeting in December of 1984 between some CTPC members, including former Chair Bonnie Engel, himself, and Supervisor Walker.

He said that that meeting closely preceded the December meeting of the Culture and Recreation Committee and that ideas expressed at the informal meeting were included in the Culture and Recreation Committee monthly meeting.

The CPTC then discussed the protocol involved in transmitting information to the Board of Supervisors. The Chair said that adoption of the CTPC Rules of Conduct when they are presented in October will establish written rules on how the CTPC is to approach the Board of Supervisors.

A consensus developed that the subject should be dealt with now.

MOTION: All documents submitted to the Board of Supervisors by the CTPC shall first be approved by the CTPC. When possible, approval shall be requested at a regularly scheduled meeting. Seconded and carried.

The Chair continued his report on the September 5th meeting, moving on to the portion devoted to reporting on the Municipal Access Subcommittee's goals and objects and to the separate resolution in which Supervisor Walker asked that the Board's chambers and hearing room be wired for cable.

Esteves reported that President-of-the Board John Molinari made an appearance on the cablecasting issue. Supervisor Molinari said that he is not opposed to cablecasting as a concept but that it must be carefully planned.

Supervisor Molinari objected to use of Channel 25 for such cablecasting and to the use of amateur camera operators. The question was posed as to whether it is time to discuss the availability of Channel 6.

Esteves reported that the Budget Analyst's office presented a written report estimating the cost of cablecasting but that the figures were estimates. A consensus developed that the CTPC must come up with background information including information on what is involved, the cost and the protocol of who will manage the cablecasting.

MOTION: The CTPC directs the Municipal Services Coordinator to focus her attention on the issues raised at the Committee on Culture and Recreation hearing on September 5, 1985. Seconded and carried.

Connie Brand told the Committee that this will defer her training of municipal staff, grant writing, and other contractual tasks. She gave a detailed report on how the new focus will affect her schedule. A consensus developed that this deferment of activity is acceptable.

Singsen asked if the CTPC will hold a retreat. The Chair said that one may be held in connection with the budget which the CTPC will present to the Board in December for use of the 0.2% funds in calendar 1986.

The possibility of cuts in the CTPC's portion of the Supervisors' annual budget supported by general tax funds was discussed.

THE VIACOM REPORT

Sue Levitin reported Viacom International has bought a controlling interest in the Showtime/The Movie Channel and MTV networks. She said that this move has no effect in San Francisco but that the increased debt load will reduce the likelihood of an unfriendly takeover.

Levitin gave a report on construction progress, saying that Viacom is now active in the Twin Peaks West district where it has mailed letters to residents asking if they want underground installation of cable. The Mount Sutro district will be ready for marketing on October 14th.

In the Urbano area, 100% of the underground installation is complete and 75% of the aerial construction is done. Some of the poles are in the backyards of residents who don't want cable to pass through.

The Diamond Heights construction will all be underground. Levitin said that reception is poor in some parts of that construction district. In Twin Peaks East, Viacom has started aerial construction and will soon notify residents of the portion which is to be underground.

Levitin reported on recent Viacom marketing efforts. She said that Viacom is making a 30 day free offer of subscription to the basic package plus one pay service of the subscriber's choice, a free installation and free hookup of the remote control device.

Viacom will have a booth at the Castro Street Fair and will offer certain free service in return for a $10 donation to the Foundation for AIDS.

Channel 25 personnel are developing a complaint form to quantify the requests to repair equipment. Complainants will be asked to fill out a detailed form.

A discussion ensued as to whether Viacom was developing a policy on use of time by religious programmers and the ramifications which it would have.

Levitin was asked how Viacom had reacted to developments at the Culture and Recreation Committee meeting on September 5th. She said that Viacom was still studying the developments.

The question was raised as to the availability of channels other than Channel 25 in the event that Board of Supervisors' meetings are cablecast.

Consumer Services and Ascertainment Subcommittee

Layer and Levitin, co-chairs, made the report. The Subcommittee agreed in principle to proceed with the proposal to evaluate the technical performance and signal quality of the equipment at Channel 25 if Mr. Aubrey Harris and the Subcommittee can agree on benchmarks, non-existence of some of the requested data, and other matters.

The Subcommittee reported that the Controller deducted $430 from the signal testing funds and that the shortfall may be taken from any one of three identified sources.

MOTION: The CTPC approves the use of funds to evaluate the technical performance and signal quality of the equipment at Channel 25 if the Subcommittee on Consumer Services and Ascertainment recommends proceeding with the project. The $9,000 appropriated for a microwave study is designated as the source from which to draw the $430 needed to supplement the funding of the testing of Channel 25. Seconded and carried.

A discussion of FCC signal standards ensued and it was generally agreed that cable companies follow industry standards which are much higher.

The $9,000 appropriated for the study of the potential for creating a citywide microwave system was discussed. The co-chairs introduced a Subcommittee resolution recommending that the money and the mandate be transferred to the Department of Public Works.

The effectiveness of carrying out the study in isolation from other City agencies was discussed. The Chair asked that the motion be tabled until the October meeting. Esteves said that the CTPC is acknowledged by the Telecommunications Steering Committee as being the broadband orientated agency and that he would like to get their advice as to who should contract for the microwave study.

MOTION: The CTPC shall work with the EIPSC's Telecommunications Steering Committee to locate an appropriate agency for performing the study of the potential for creating a citywide microwave system. Seconded and carried.

THE MUNICIPAL SERVICES SUBCOMMITTEE

Emily Pike (Chair) reported that the Subcommittee did not meet in August. She said that today's report was included in the discussion which ensued from the Chair's report on the Culture and Recreation Committee meeting on September 5th. The next meeting has been moved up to September 24th, due to the coincidence of the regular meeting date with Rosh Hashana.

PUBLIC ACCESS SUBCOMMITTEE

Michael Singsen (Chair) reported that the Subcommittee did not meet in August. He said that today's report was included in the discussion which ensued from the Chair's report on the Culture and Recreation Committee meeting on September 5th. Singsen announced a meeting scheduled for September 25.

Andrea Torrice distributed copies of the report which she made to the Culture and Recreation Committee meeting on September 5th.

OLD BUSINESS

A proposed motion amending the matching grant language in the CTPC-Viacom memorandum of understanding of 6/4/84 was taken up.

The Chair explained that funds could be raised from educational and governmental sources as well as public access sources and could be expended on educational and governmental uses if approved.

The question arose as to why the two categories should be added to the MOU content. The Chair said that he wanted a broader scope of agencies to go to for funding; and that some agencies might not give grants to be used solely for public access. He also said that he wants to clearly establish that access activities are funded on a calendar year basis. He urged that the language of the CTPC's access agreements and legislation be brought into conformity with each other to avoid future complications.

MOTION: The CTPC approves changes in wording in the agreement between Viacom Cablevision and the CTPC concerning access grants, dated June 4, 1984. The two page document, marked "matchgrant" which sets forth such changes shall be attached to the minutes of this meeting. Seconded and carried.

The Chair commented that a non-profit corporation must be formed to accept the grants.

NEW BUSINESS

Michael Singsen asked how the annual report and the requests for changes at "window time" in the franchise will be integrated. The Chair said that he will assign each subcommittee to consider the contents required.

The Chair assigned the Policy Committee to develop a time-line for completing a final report which includes franchise revision recommendations.

The question of whether or not the CTPC will hold a retreat was raised. The Chair said that he may have a retreat solely devoted to preparing the budgets.

The Chair said that the CTPC needs to develop a time-frame for the rest of the year; and also needs a Viacom estimate of the 0.2% proceeds.

Singsen asked about access to the Treasurer's report. The Chair said that so far, the staff has been reporting to the Executive Committee on expenditures. He said that these reports will henceforth be attached to the executive committee report.

ADJOURNMENT

The Committee adjourned at 6:13 p.m.

The Committee set its next monthly meeting on October 7th at 4 p.m. The meeting will be at 1182 Market Street, Room 421.

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CITY AND COUNTY OF SAN FRANCISCO

TELECOMMUNICATIONS POLICY COMMITTEE

1182 MARKET STREET, SAN FRANCISCO 94102 · TELEPHONE 558-3179

A Citizen's Committee Appointed by the Board of Supervisors

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MINUTES OF THE MEETING OF OCTOBER 15, 1985

CALL TO ORDER AND ROLL CALL

The Chair (Esteves) called the meeting to order at 4:00 p.m. at the Committee's office at 1182 Market Street.

Members present: Rhonda Abrams, Gwen Dilworth-Battle, Roberto Esteves, Cary Fong, George Kelsey, Hal Layer, Sue Levitin, Emily Pike, and Michael Singsen

Staff: Dick Hoss, Connie Brand and Andrea Torrice

ADOPTION OF THE AGENDA AND APPROVAL OF THE MINUTES

The Committee approved the September minutes as written.

The Chair proposed an overview of the CTPC's impending work load prior to proceeding with the agenda because of the importance of reviewing the reports to be made to the Committee on Culture and Recreation in November and December.

The Committee agreed to meet on November 24th at 3:00 p.m. to hear reports from the contractors; and to meet in Executive Session prior to its November 4th meeting to discuss personal services contracts and staff evaluation procedures.

The Committee then approved the proposed agenda.

THE EXECUTIVE COMMITTEE REPORT

Esteves distributed copies of the Executive Committee meeting of September 25th.

He reported that the Executive Committee recommended that he be sent to the California League of Cities Conference at the S.F. International Airport on December 13th.

MOTION: The CTPC authorizes Roberto Esteves to attend the California League of Cities Conference at the S.F. International Airport on December 13th. Seconded and carried.

...

Dick Hoss reported that the Board of Supervisors' Finance Committee held hearings for four days, commencing on October 1st, to explore ways to cut the City's budget in preparation for a possible shortfall in 1986-87 funds. He distributed a letter by Mr. John Taylor, the Clerk of the Board, dated October 28th and addressed to the Finance Committee.

The CTPC studied copies of the letter in which Mr. Taylor recommended that the Board phase out the CTPC's staff and funding if it needed the funds. The letter concluded that the CTPC's function is not a legislative one and that the CTPC program should not be included in the Department of the Board of Supervisors.

A consensus developed that Mr. Taylor's letter was concerned with budget cuts rather than the CTPC's effectiveness; that he had been equally hard on other programs within the Department of the Board of Supervisors including some of his own projects; and that his letter

should not be not construed as an evaluation of the CTPC's value to the City.

The Committee members agreed that the City should have a cable office regardless of where the program is located and that the CTPC does have a legislative function.

MOTION: The CTPC authorizes the Chair to write a letter to Mr. Taylor asking him to contact the Committee prior to the next review of the CTPC's budget; and authorizes the Chair to express the views stated at this meeting. Seconded and carried.

...

Esteves referred the Committee to page two of the Executive Committee minutes and commenced a discussion of a resolution which requested that the remainder of the municipal services funds budgeted in 1985 be paid over to the Friends of the Library. The Executive Committee resolution also recommended that the CTPC's presentation to the Board of Supervisors' Committee on Culture and Recreation include a request for permission to use access development funds to place Contractors Brand and Torrice on contract for the calendar year 1986.

MOTION: The CTPC requests that the remainder of the municipal services funds budgeted in 1985 be paid over to the Friends of the Public Library. Seconded and carried.

...

The Chair reported that Connie Brand submitted a revised contract which included the changes in duties agreed upon by resolution at the September 9th meeting and

that the Executive Committee approved the revision. He said that the new contract will limit Brand's duties to preparation of the report to the Committee on Culture and Recreation until the day on which the report is presented. After the hearing, Brand's duties will revert to the those in the original contract with the exceptions of training and fund raising. She will do neither of the latter.

...

Esteves reported that the CTPC's budget for use of the access development funds during calendar 1986 must be presented to the Committee on Culture and Recreation at its December 5th meeting.

MOTION: The CTPC will prepare an access development budget in time for presentation to the Committee on Culture and Recreation at its December meeting. Seconded and carried.

...

Esteves presented an Executive Committee motion which would authorize staff to make presentations to EIPSC and to participate in the activities of its advisory committee. He reported that he and Connie Brand have been attending advisory committee meetings and have found them to be useful to CTPC.

MOTION: The CTPC authorizes staff to make presentations to EIPSC and to participate in the activities of its advisory committee. Seconded and carried.

...

The Executive Committee report referred to a request for the use of interns. Andrea Torrice reported that she now has volunteers at Channel 25 and is interested in establishing an internship program.

A discussion ensued about potential problems which arise when interns are used. Strong opposition was voiced to having interns in the CTPC office at night when the staff is gone. The question of an internship policy was re-referred to the Executive Committee for further study.

...

The Executive Committee report contained a request that it receive a spending plan from the Educational Access Subcommittee by October 30th. A discussion ensued about the amount of money to be allocated to Educational Access but no conclusion was reached. The Committee meeting of October 24th and the November 4th monthly meeting will consider access development budgets.

...

Proposed Rules of Conduct were considered by the CTPC at its August meeting and re-referred to the Executive Committee. The Committee worked from the report entitled "Executive Committee Recommendations for Changes in the Proposed Organizational Rules and Rules of Conduct" dated October 10, 1985.

MOTION: The CTPC adopts the rules of conduct presented at its August 12th meeting subject to the amendments contained in the Executive Committee Recommendations for Changes in the Proposed Organizational Rules and Rules of Conduct" dated October 10, 1985. Seconded and carried.

MOTION: The CTPC amends Rule 3.5 of the Rules of Conduct by deleting the definitions of the scope of the subcommittees listed. The section shall simply list each subcommittee by its name but not describe its function. Seconded and carried.

THE VIACOM REPORT

Sue Levitin reported that the Diamond Heights wiring district has 1/2 of the underground work done. Permits are pending for the Bayview-Hunters Point wiring area.

Channel 6 will cablecast a show on AIDS which includes a question and answer session.

Levitin asked for clarification of a Bay Guardian article which stated that free workshops could be arranged by calling Andrea Torrice at Channel 25. Torrice said that a person at the newspaper made a mistake.

Extension of Time

The Chair noted that the adjournment time of 6:00 p.m. was impending.

MOTION: The CTPC extends the adjournment time of this meeting to 6:15 p.m. Seconded and carried.

CONSUMER SERVICES AND ASCERTAINMENT SUBCOMMITTEE

Co-chair Sue Levitin distributed a subcommittee report dated September 26th and referred to a subcommittee resolution on page two which approved the use of funds to evaluate the technical performance and signal quality of the equipment at Channel 25, based on as much information as can be provided by Viacom.

MOTION: The CTPC approves the Channel 25 study as reported by resolution in the Consumer Services and Ascertainment Subcommittee minutes of September 26th. Seconded and carried.

Levitin reported that the ELRA Group is scheduled to complete the subscriber survey by mid-December and that the last activity required will be the approval of changes in the questionnaire.

THE MUNICIPAL SERVICES SUBCOMMITTEE

Emily Pike (Chair) asked Connie Brand to distribute a report entitled "Board of Supervisors Cablecasting Report." The report was distributed and Pike urged members to read it carefully.

Brand referred members to the budget section and described portions that are missing. She said that the proposed municipal access and public access budgets were developed pursuant to the Executive Committee's direction.

PUBLIC ACCESS SUBCOMMITTEE

Michael Singsen (Chair) asked Torrice to distribute copies of the Pubic Access Subcommittee's budget for use of the access development funds. He urged members to read the report carefully prior to the October 24th meeting of the Committee of the Whole.

ADJOURNMENT

The Committee adjourned at 6:11 p.m.

The Committee set its next monthly meeting on November 4th at 4 p.m.

The Committee will meet in executive session at 3:30 p.m. to discuss personal services contract and the establishment of staff evaluation procedures.

The meeting will be at 1182 Market Street, Room 421.

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CITY AND COUNTY OF SAN FRANCISCO

TELECOMMUNICATIONS POLICY COMMITTEE

1182 MARKET STREET, SAN FRANCISCO 94102 · TELEPHONE 558-3179

A Citizen's Committee Appointed by the Board of Supervisors

MINUTES OF THE MEETING OF NOVEMBER 4, 1985

CALL TO ORDER AND ROLL CALL

The Chair (Esteves) called the meeting to order at 3:30 p.m. at the Committee's office at 1182 Market Street.

Members present: Rhonda Abrams, Gwen Dilworth-Battle, Roberto Esteves, George Kelsey, Hal Layer, Sue Levitin, Emily Pike, and Michael Singsen

Members absent: Cary Fong

Staff: Connie Brand, Dick Hoss and Andrea Torrice

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EXECUTIVE SESSION

The Chair announced that the Committee would meet in executive session to discuss personal services contracts and procedures for evaluating personnel. The staff left the meeting room.

CALL TO ORDER IN OPEN SESSION

The Chair opened the meeting to the staff and to the public at 4:18 p.m. He called the meeting to order and announced that the Committee had agreed upon a procedure for evaluating personnel and discussing renewal of personal services contracts and that at least six members of the TPC will meet in executive session for that purpose on November 19th at 6:30 p.m. The persons meeting will be the three members of the Executive Committee and the chair of each of the three access subcommittees.

ADOPTION OF THE AGENDA AND APPROVAL OF THE MINUTES

The Committee approved the October minutes as written and revised the agenda to give priority to discussion of a plan of expenditure of the access development funds in 1986; and to discussion of the formation of a non-profit public access corporation.

THE ACCESS DEVELOPMENT BUDGET FOR 1986

Hal Layer distributed copies of two resolutions approved at the Educational Access Subcommittee meeting on November 3rd (attached). A discussion ensued and then a motion was made.

MOTION: The TPC considers the educational use of cable television to be of importance to all citizens of San Francisco; and considers educational access to be of comparable priority to that of public access and municipal access.

The TPC agrees that all members of the TPC and its staff have devoted and will continue to devote a percentage of their time to those issues of education that overlap other issues and applications of cable television. Seconded and carried.

The second resolution (attached) would have allocated $24,427 for educational access development in 1986. The Chair ruled the motion out of order, stating that approval of the educational, municipal and public access development budgets requires full knowledge of how much each of the programs will get.

.....

The Committee discussed whether or not it should budget $20,129 in unencumbered payments for the first two quarters of 1985 for funding of access development in 1986. The Chair said that he knows of no other way to set the funds aside than to include them in a budget approved by the Board of Supervisors.

The Committee agreed that the unencumbered funds have to be included in a budget approved by the Board of Supervisors even if the TPC only wants to reserve the funds.

...

The Committee then went on to discuss the issue of whether the proposed budget for 1986 would result in an artificially high annualized rate of expenditure by using untouched money from the first two quarters of 1985.

The Chair said that many of the items proposed for inclusion in the 1986 budget are one-time-only purchases of equipment or installation services. He said that the non-recurring expenses are on a scale that would keep future budgets within the limits of projected revenue.

...

The TPC weighed the possibility of approving a detailed access development budget at this time. The Chair said that the TPC will soon know whether or not the Board

of Supervisors wants to cablecast and that that decision will contribute to the decision on how access funds are to be spent.

The Chair suggested a process wherein the three access subcommittee chairs and the three staff persons meet and create a budget which presents the three access development budgets in a single document.

...

The Chair foresaw little likelihood of approval of detailed budgets today but asked the access development coordinators to present the budgets approved by their subcommittees.

Connie Brand distributed a $62,207 budget and explained it. But she cautioned the TPC that the budget has not been discussed by the Municipal Access Subcommittee. The Chair pointed out that the total amount requested will be substantially reduced if the Board decides not to cablecast.

Andrea Torrice explained the $49,110 budget approved by the Public Access Subcommittee.

...

The Committee then studied the $24,427 budget approved by the Educational Access Subcommittee. The Chair asked Layer about the request that O'Connell High School and the City College be reached with two-way cabling.

He asked whether the Subcommittee intended to use the franchise window process to ask Viacom to do the required street work without charge.

The answer was that the TPC is expected to include the street work in the franchise window negotiations for donated work.

The TPC discussed the Educational Access Subcommittee's request for a one quarter time staff coordinator. The Subcommittee Chair explained that this is a request to allocate one-quarter of Connie Brand's staff time to educational access.

The Chair pointed out that development of a municipal studio would involve Brand in educational access anyway.

...

The Chair said that Connie Brand's contract expires on December 31st and that he wants to request the Culture and Recreation Committee to approve some additional time at its December 5th meeting. He proposed a three-month extension of the Brand contract at this time; referred to the serious problems involved in getting the access development budgets approved in December; and asked for a consensus to proceed.

...

The Chair directed the staff to work with the subcommittee chairs and report back to the TPC with a combined budget that equals the revenue line.

THE FRANCHISE NEGOTIATING WINDOW

The Chair said that the franchise window opens on December 1st. He asked the subcommittees to examine franchise revision possibilities within their purview; and asked the staff to collect substantive requests and forward them to the Policy Committee for consideration at a December meeting.

DISCUSSION OF A NON-PROFIT ORGANIZATION

Michael Singsen, Public Access Subcommittee Chair, opened a discussion of public access non-profit corporations by referring to three subcommittee resolutions, dated September 24, 1985 (attached). He read off a resolution calling for creation of a non-profit to achieve six stated goals; characterized the resolution as a compromise; and urged the formation of a non-profit.

Singsen said that if the TPC formed a non-profit corporation and then didn't like the direction that it took, the TPC could cut the non-profit's funding off.

Singsen then read off a second resolution calling on the TPC to establish a nine to thirteen member interim board of directors in order to accomplish seven listed tasks (attached).

The TPC weighed the matter of whether a non-profit public access corporation should be formed. Kelsey thought it unlikely that the Board of Supervisors will specify what a non-profit corporation should or shouldn't do; and suggested that the critical point will be the formation of an interim board of directors who will shape the corporation.

Abrams referred to the TPC retreat held on September 22, 1984 and the Committee's conclusion that it should explore the development of a community-based entity to raise and distribute money for access promotion and video production. She requested a fuller report than the one dated October 15th; and asked for a report with a variety of non-profit models and their pros and cons. Abrams said that she believes the appointment of an interim committee to be premature.

A discussion ensued as to the amount of work that had already gone into educating the TPC on the pros and cons of various non-profit models. Singsen expressed the belief that the TPC had been given a lot of information; that the proposed goals and objectives presented in the first resolution were highly distilled recommendations; and that they represented the surviving ideas after much culling of information.

Singsen reviewed the history of the TPC discussion of a non-profit, including Bonnie Engel's offer to find an existing corporation. He defined the development strategy in section (c) of the first resolution as fund raising. Singsen said that the TPC would not be legally responsible for the non-profit corporation because it would be created by the interim board and not by the TPC.

Abrams asked what had happened to the TPC retreat goal of a non-profit whose goals would include raising and distributing money for video production.

Esteves agreed that much work has been done on the non-profit topic and suggested that the work be incorporated in a background paper that would limit its content to the resolution.

He characterized the resolution on creation of a non-profit with six goals and objectives as lending itself to theoretical analysis in a background paper.

MOTION TO EXTEND THE ADJOURNMENT TIME

The Chair pointed to the clock showing the time as 6 p.m. and asked the TPC if it wanted to continue the meeting.

MOTION: The TPC waives the 6:00 p.m. adjournment time and extends the meeting for an additional fifteen minutes. Seconded and carried.

...

The discussion of a proposed public access corporation was resumed.

Esteves asked how the TPC would be affected if a non-profit is formed and takes over employment of the access development coordinator position.

The discuss of why the Board of Supervisors' resolution refers to formation of a non-profit corporation was renewed. Singsen referred back to Bonnie Engel's report to Supervisor Walker about dissatisfaction with Channel 25's operations.

MOTION: The TPC directs the Public Access Subcommittee to report back to the TPC with models and outlines of the operations of public access corporations; and to provide enough information on the subject to make possible a reasoned decision as to the best way to proceed with a non-profit organization.

The information shall include the pros and cons of six models. Seconded and carried.

...

The Chair invited TPC members to contact Singsen if they want information on a particular model. Abrams asked for inclusion of a description of the Friends of the Library operation. Layer asked if management of Channel 25 will be included as a model of management as contrasted with fund-raising models.

ADJOURNMENT

The Committee adjourned at 6:15 p.m.

At least six members of the Committee will meet in executive session at 6:30 p.m. on November 19th to discuss personal services contracts and the establishment of staff evaluation procedures.

The six members are the three members of the Executive Committee and the chair of each of the three access subcommittees.

The Committee set its next monthly meeting on December 2th at 4 p.m. The meeting will be at 1182 Market Street.

Motions approved for consideration by the TPC by the Education Subcommittee, Telecommunications Policy Committee

Gwen Dilworth-Battle (Chair), Cory Fong, Hal Leyer, Emily Pike

November 3, 1985

MOTION 1:

Whereas the TPC considers the educational use of cable television to be of importance to all citizens of San Francisco,

and that educational access to be of comparable priority to that of public access and municipal access,

and that all members of TPC and staff have devoted and will continue to devote a percentage of their time to those issues of education that overlap other issues and applications of cable telecommunications.

MOTION 2:

Whereas the John O'Connell High School and the City College of San Francisco television facilities contain the most advanced studios available for educational and other municipal uses available to the City of San Francisco,

be it resolved,

and that it is in the public interest that both facilities be equipped to serve as cable origination studios, regardless of the details of future PEG access agreements,

and that, for technical reasons as reported by Viacom engineers, the establishment of a two-way trunk line between CCSF and Viacom's headend is impractical during 1986, but is practical between John O'Connell High School and Viacom's headend,

and that because of lack of funding for several years, the John O'Connell studio is presently unusable for serious cable television projects, either live or taped,

and that the following minimal amount of funds spent during the 1986 calendar year would bring its condition up to an acceptable television production standard for use beginning in 1987, in basic studios. capable of

and that these funds will not be used for control room or studio production equipment--which will be obsolete by the time the school district is ready to activate an educational access channel of its own after 1988--but will be used for basic wiring needs to provide a live origination capability and studio lights,

COSTS - BUDGET

Origination modulator	**$ 1600**
Origination amplifier	**1000**
Viacom two-way cabling	**4975**
Studio cabling *	**10,000**
Staff coordinator (25%) CBO or AT	**6852**
Total	**$ 24,427.**

Lighting, audio & video cabling modules, controller panel from R. D-F.

* Funds will be used for connecting and installing existing lighting hardware with new control panel modules and for refurbishing basic studio camera cables, audio, and electrical wiring. Outside production equipment may then be brought in for use in this studio on a project-by- project basis for taping or live origination, such as Homework Hotline.

CTPC Public Access Subcommittee Resolutions -- 9/24/85

Motion #1 -- Be it resolved that the Telecommunications Policy Committee create a non-profit public access corporation (PAC) to achieve the following goals and objectives:

a) Expand use of the public access opportunities available at Channel 25 by individuals and non-profit organizations through extensive community outreach and program development assistance;

b) Create and administer a comprehensive training program for new community producers;

c) Plan and implement a development strategy for the PAC;

d) Develop and implement a publicity and public relations strategy for public access at Channel 25;

e) Develop policy recommendations for the TPC; and

f) Organize an internship program to channel student and volunteer participation into community access projects.

Motion #2 -- Be it resolved that the TPC establish a nine to thirteen member Interim Board of Directors for the PAC in order to accomplish the following tasks:

a) Write the by-laws for the PAC;

b) Create the Articles of Incorporation;

c) Apply for 501 (c) (3) tax exempt status;

d) Apply for California non-profit status;

e) Initiate membership development;

f) Plan a Board selection process; and

g) Oversee the creation of a permanent Board of Directors

Motion #3 -- Be it resolved that TPC members will nominate Interim Board members for inclusion on a list from which the Public Access Subcommittee will propose a slate for final approval by the full TPC. Nominations will be accepted only for candidates who have been contacted by the nominator and have expressed a willingness to serve on the Interim Board. The nominating member must supply a resume for each candidate. Nominations will be accepted by the Public Access Subcommittee up until the November Public Access Subcommittee on November 20, 1985.

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MINUTES OF THE MEETING OF DECEMBER 2, 1985

CALL TO ORDER AND ROLL CALL

The Chair (Esteves) called the meeting to order at 4:00 p.m. at the Committee's office at 1182 Market Street.

Members present: Rhonda Abrams, Gwen Dilworth-Battle, Roberto Esteves, Cary Fong, Hal Layer, Sue Levitin, Emily Pike, and Michael Singsen

Members absent: George Kelsey

Staff: Connie Brand, Dick Hoss and Andrea Torrice

ADOPTION OF THE AGENDA AND APPROVAL OF THE MINUTES

The Committee approved the November minutes as written and adopted the agenda as published.

A REPORT BY THE CHAIR

Esteves described the Board of Supervisors' vote to reject a resolution to proceed with wiring the Board's chambers and hearing room for cablecasting. The Committee's consensus was that the TPC's report on wiring was valuable and that now the Committee can turn its energies elsewhere.

The Chair described the TPC's meeting with the KPOO staff to discuss funding. The matter is now moot because the Board's chambers won't be wired.

Board President Molinari's November 25th request that the Budget Analyst conduct a management audit of the TPC operation was discussed.

The Chair presented the minutes of the Executive Committee minutes of November 27th and explained the Executive Committee's plan to replace the word processor.

MOTION: The TPC authorizes Dick Hoss to proceed with an application to purchase a personal computer and printer to replace the equipment rented from the Harvey Rose Corporation. The purchase will be with Fiscal 1986-87 funds. Seconded and carried.

The Committee discussed the two Executive Committee recommendations set forth below.

MOTION: The TPC authorizes Connie Brand to use $103.07 in unexpended travel funds to attend the Western Cable Show in Anaheim. Seconded and carried.

MOTION: The TPC approves an extension of Connie Brand's personal services contract to cover the period of January 1, 1986 through April 15, 1986. Seconded and carried.

PUBLIC ACCESS MANAGEMENT

Members of the public were invited to comment on access management in San Francisco. Daniel Schwinn, Linda Pulver, Tim Dayenot and James Anthony endorsed the concept of a non-profit corporation to take over the operation of Channel 25 and commented unfavorably on the equipment at Channel 25.

Michael Singsen distributed a report entitled: "Non-Profit Public Access Corporation Considerations", dated December 2, 1985.

He read a statement from the report's Appendix 2 which recommended that the Viacom franchise be revised to include guidelines and requirements defining Viacom's responsibility for Channel 25.

Singsen then read from Appendix 3 which described models for public access management. He reported that:

Model #1 is cable company-managed access;

Model #2 is a non-profit access corporation vested with full management responsibility;

Model #3 is a non-profit corporation similar to the one in Nashville which has partial management responsibility;

Model #4 is a non-profit organization such as the one in Dayton which has partial management responsibilities;

Model #5 is a public access support organization like the one in Contra Cost County; and

Model #6 is institutionally run public access.

Models 3 and 5 were discussed in greater detail than the other models. The Chair congratulated Singsen and Torrice for delivering a very comprehensive report in a short period of time.

Singsen then presented Resolution #1 (attached as amended) setting forth five goals.

He was asked if the five goals encompass what Torrice is now doing. Singsen replied that a fund raising mechanism is included as a goal in the resolution but was

not in Torrice's job description; and that the training program goal and the internship program are new.

A debate ensued about the content of the first paragraph of the resolution.

MOTION: The first paragraph of the Resolution #1 shall read as follows: "Be it resolved that the TPC will support in principle the following goals for the future of public access." Seconded and carried.

MOTION: The resolution shall be amended to delete the reference to the City of San Francisco as a party. The resolution shall read "between the TPC and Viacom Cablevision" in relevant places. Seconded and carried.

MOTION: Resolution #1 as amended shall be adopted. Seconded and carried.

Singsen then introduced Resolution #2 (attached as amended) concerning the Friends of Public Access. The ensuing discussion included the acknowledgment that approval would endorse the creation of an non-profit organization.

Singsen pointed out that the mechanics of the non-profit organization are contained in Resolution #4 which hadn't been discussed yet.

He said that he would drop resolutions #3 and #4 if the TPC were to adopt Resolution #2 to affect the goals approved in Resolution #1.

Abrams asked that the minutes reflect that her support of the resolution was based on her knowledge of Model #5. Abrams said that nothing in her vote of approval should be construed as endorsing the expansion of the non-profit corporation's scope; or construed as supporting a non-profit organization with full management responsibility.

A discussion of structure ensued. Members noted that Resolution #2 didn't deal with structure and decided that clarification would be helpful.

MOTION: Resolution #2 shall be amended to include the statement: "The structure and duties of this non-profit organization will be decided by the TPC for recommendation to the Board of Supervisors for approval." Seconded and carried.

The TPC discussed the second paragraph of Resolution #2 which involved funding.

MOTION: Resolution #2 shall be amended to clarify the fact that the TPC will be asking for Board of Supervisors' approval of use of access development funds for the Friends of Public Access. Paragraph Two shall be amended to end with the phrase: "as approved by the Board of Supervisors." Seconded and carried.

MOTION: The TPC approves Resolution #2 as amended. Seconded and carried.

Singsen requested that Viacom and the Public Access Subcommittee meet during December to work out detailed ideas on what the public access corporation would do. Levitin said that she was willing to meet informally with the three TPC members of the Subcommittee.

ACCESS DEVELOPMENT BUDGETS

The Chair presented a two-page document entitled: "1986 Access Development Budget Summary" (attached).

The Educational Access column amounting to $30,468 was discussed. Hoss reported that TPC construction work at O'Connell High School will have to be underpinned by a very detailed agreement as to who will get to use the studio.

The Municipal Access column amounting to $36,581 was discussed. The only question raised was about the computer costs.

The Public Access column amounting to $47,914 was discussed. Torrice explained that the salary component of the workshop line was $100 per workshop.

The discussion included: an agreement that acceleration of costs in future years must be avoided; the purpose of legal consultation; and the size of the fiscal agent fee.

MOTION: The TPC extends the adjournment time an additional fifteen minutes. Seconded and carried.

An extended discussion ensued as to when funds should be made available to the non-profit. The TPC also discussed the character generator and how widely it would be used.

MOTION: The CTPC extends adjournment time by an additional fifteen minutes. Seconded and carried.

The Committee had an extended discussion about whether or not an office for the non-profit organization should be budgeted.

MOTION: The budget language in the Public Access section shall be amended to read: "public access development." Seconded and carried.

The Chair then asked for a vote on the access development budget.

MOTION: The TPC approves the 1986 Access Development Budget Request in the Amount of $114,963. Seconded and carried.

The Chair reminded the TPC that the terms of five members expire at the end of January and that reapplication for appointment is required prior to the Rules Committee meeting at the end of January.

The Committee adjourned at 6:30 p.m.

The January monthly meeting was set at 10 a.m. on January 6th.

CITY AND COUNTY OF SAN FRANCISCO

TELECOMMUNICATIONS POLICY COMMITTEE

1182 MARKET STREET, SAN FRANCISCO 94102 · TELEPHONE 558-3179

A Citizen's Committee Appointed by the Board of Supervisors

December 3, 1985

Roberto Esteves, Chair
Telecommunications Policy Committee
Main Library
Civic Center
San Francisco, CA 94102

Subject: Public Access Management Resolutions

Dear Roberto::

The TPC unanimously passed two resolutions on the subject of public access management at its December 2nd meeting. The resolutions were as follows.

Resolution #1

Be it resolved that the Telecommunications Policy Committee will support in principle the following goals for the future of public access:

a) Expansion of opportunity for expression of various viewpoints by individuals and organizations; provision of a viable forum for debate,discussion and expression on issues and matters of civic, social, cultural and artistic concern.

b) Implementation of a comprehensive training program for community producers designed to teach and provide the skills required to produce satisfactory programs. Such a program would provide training in television scripting, directing, studio and remote production, and editing.

c) Development of a fundraising mechanism to match grants provided by Viacom and to carry out public access activities supported by the TPC, including a fund for community producers.

d) Development and execution of a publicity and public relations strategy to better inform the community about the services and programming offered by Channel 25.

e) Creation of an internship program to channel students and volunteers into community access productions.

Resolution #2

Be it resolved that the TPC will support the Friends of Public Access (FPA), a non-profit public access organization, to carry out the activities outlined in Resolution #1, and other activities as directed by the TPC and the Board of Supervisors. The structure and duties of this non-profit organization will be decided by the TPC for recommendation to the Board of Supervisors for approval.

Be it further resolved that the TPC will provide funding for the Friends of Public Access using portions of the grant money obtained from Viacom and a portion of the access development funds (0.2%) as approved by the Board of Supervisors.

Resolutions #3 and #4 (attached) were tabled and did not come to a vote.

Sincerely,

Richard John Hoss
Cable Officer

RESOLUTION 3

BE IT RESOLVED, the TPC will establish a series of benchmarks to measure the success of FPA. For instance, we would ask FPA to demonstrate its accountability, stability and worthiness of continued TPC support by successfully attaining some of the following types of objectives:

1. Involving a significant number of new community organizations in public access programs each year as producers or participants.

2. Raising at least the Public Access portion of the amount required in fiscal year 1986-1987 and 1987-1988 from non-City Government or Viacom sources, as required to satisfy the 2-1 match agreements with Viacom for grants of $25,000 in those years.

3. Training a significant number of new community volunteers each year.

4. Successful recruitment and placement of student interns into community production projects each year.

5. Increasing the percentage of locally produced programs aired on Channel 25.

BE IT FURTHER RESOLVED, the TPC will support a gradual increase in the responsibilities and activities of FPA if the following conditions are met:

1. Successful achievement of the goals outlined in Resolution 1.

2. Successful achievement of the objectives outlined above in Resolution 3.

3. Clear demonstration of broad-based community support.

4. Demonstration of accountability to the TPC.

5. A willingness on the part of the FPA to take on further responsibilities.

RESOLUTION 4

BE IT RESOLVED, the TPC will establish a fifteen member Interim Board of Directors for the PAC to begin work on the legal establishment of the PAC. To convene this Interim Board, the TPC would ask the following elected officials and organizations to make appointments to the Interim Board of the PAC:

(1) Mayor

(1) Board of Supervisors

(1) League of Women Voters

(1) United Way

(1) Foundation for Community Service Cable Television

(1) Bay Area Video Coalition

(1) Media Alliance

(1) Association of Independent Video and Filmakers

(1) San Francisco Foundation

(1) Private Industry Council

(5) Telecommunications Policy Committee

The TPC resolves that the Interim Board must reflect the cultural, ethnic and sexual diversity of the overall population of San Francisco. To provide a measure of certainty for appropriate representation on the Board, the TPC will reserve its five appointments until the other Directors have been appointed. The TPC will evaluate the composition of the Board at that point and make appointments that ensure diversity.

1986 ACCESS DEVELOPMENT BUDGET SUMMARY

	Educational Access	Municipal Access	Public Access	Total
OFFICE MANAGEMENT				
Supplies	$125	$475	$900	$1,500
Duplicating @ 5¢/pg	125	475	1,701	2,301
**Computer purchase	0	3,093	3,093	6,186
Software	0	300	300	600
Maintenance, equip.	0	528	528	1,056
Postage	66	198	1,200	1,464
Subtotal	$316	$5,069	$7,722	$13,107
CONTRACT FEES				
Coordinators	$6,852	$20,556	$22,500	$49,908
**Legal Consultation	00	00	$1,000	$1,000
Subtotal	$6,852	$20,556	$23,500	$50,908
CONTINUING EDUCATION	$2,500	0	0	$2,500
PROGRAM COSTS				
Training Workshops	0	$1,110	$6,300	$7,410
Interdepartmental Production Model	0	$1,500	0	$1,500
Public Access Development	0	0	9,041	9,041
**Municipal Cable Information Services	0	6,275	0	6,275
**John O'Connell Studio Work	19,075	0	0	$19,075
Subtotal	$19,075	$8,885	$15,341	$43,301
FISCAL AGENT FEES (6%)	$1,725	$2,071	$1,351	$5,147
TOTAL	**$30,468**	**$36,581**	**$47,914**	**$114,963**

** Denotes one-time only costs at a total of $31,336.

EXPLANATION OF PROGRAM COSTS

1. TRAINING WORKSHOPS

The Municipal Access Subcomittee will sponsor training workshops for City and County of San Francisco employees and staff with City equipment. The workshops will include the benefits of cable television and basic video production for interdepartmental use and public information.

Materials	135
Equipment	975
Subtotal, Municipal	1110

The Public Access Subcommittee will sponsor comprehensive training workshops for community organizations, non-profits, and citizens of San Francisco. Five intensive workshops a month will increase and enhance the quality of programs on Channel 25.

Materials	375
Equipment	2625
Personnel	3000
Subtotal, Public	6000

2. INTERDEPARTMENTAL PRODUCTION MODEL

This Municipal Access model is to establish and test work order procedures for shared interdepartmental production resources.

Materials	195
Equipment	1305
Subtotal	1500

3. PUBLIC ACCESS DEVELOPMENT

This Public Access program includes the development and creation of a non-profit access corporation, community outreach materials, a community producers grants program, and a work-study internship program.

Materials	2001
Grants	3440
Work/Study Internships	3600
Subtotal	9041

4. MUNICIPAL CABLE INFORMATION SERVICES

This Municipal Access service will present City and County information to the public on the cable system, including Board of Supervisors calendars, hearing dates and resolutions; City and County sponsored events; and other public information. Viewers will be able to receive information on request using a touchtone telephone.

Equipment	5075
Personnel	1200
Subtotal	6275

5. JOHN O'CONNELL STUDIO

This Educational Access program will upgrade the existing television facility at John O'Connell High School for Unified School District and other City and County educational and municipal use. A two-way cable trunk line between Viacom Cablevision and the studio will be installed, and lighting equipment replaced.

Equipment	17575
Personnel	1500
Subtotal	19075